



# ShowPro Users Guide

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# 1 ShowPro Users Guide



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**By Sport Data, Inc.**

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## 3 Introduction



ShowPro is a horseshow management software that was initially designed to run Hunter Jumper competitions and over a ten year period it was established as a leader in that genre. Over time ShowPro developed a reputation as a quality software that was easy to use, had features that other programs didn't, and was available at a reasonable cost. Eventually ShowPro grew to the point that it was being used to manage a larger number of horse shows than any other software program in history.

Early on people from other disciplines asked if ShowPro would ever have support for breeds and disciplines other than Hunter Jumper. We had seen competing softwares that added token support for other disciplines and in a way that detracted from the core functionality. We didn't want a product that claimed to be a tool for managing multi-breed/discipline horse shows unless it would be an actual legitimate, top quality software, in every way equal to the original Hunter Jumper product. We also did not want our users to have to deal with features that were not associated with the type of horse show that they were doing.

In 2008 ShowPro Version 8.0 was released. This software had the same Hunter Jumper capabilities, and quite a few improvements over the previous releases, but it also had support for most of the USEF breeds and disciplines, and also the major western breeds. The software was designed in a modular way so that it could be a Hunter Jumper program, or a breed program, or a combination of the two. Many large fairs in the US and Canada have events that have components of Hunter Jumper or Show Jumping and other breeds and disciplines combined. In the past these shows have been run with several different programs running simultaneously in order to handle the different requirements. ShowPro now had the capability to do the entire event all in one program and in a way that brought a new efficiency to the show office that many shows had never experienced.

In 2013 integrated credit card processing was added to the software enabling shows to accept credit cards in the show office, and also on Horseshowing.com.

### In This Section

[Typographical Conventions](#) <sup>9</sup>

[ShowPro Editions](#) <sup>10</sup>

[Support](#) <sup>10</sup>

## 3.1 Typographical Conventions



### Typographical Conventions

Before you start using this guide, it is important to understand the terms and typographical conventions used in the documentation.

The following kinds of formatting in the text identify special information.

Formatting convention	Type of Information
-----------------------	---------------------

Triangular Bullet (▶)

Step-by-step procedures. You can follow these instructions to complete a specific task.

<b>Special Bold</b>	Items you must select, such as menu options, command buttons, or items in a list.
<i>Emphasis</i>	Use to emphasize the importance of a point or for variable expressions such as parameters.
CAPITALS	Names of keys on the keyboard. for example, SHIFT, CTRL, or ALT.
KEY+KEY	Key combinations for which the user must press and hold down one key and then press another, for example, CTRL+P, or ALT+F4.

#### See Also

[Introduction](#) <sup>9</sup>

[ShowPro Editions](#) <sup>10</sup>

[Support](#) <sup>10</sup>

## 3.2 ShowPro Editions



### ShowPro Editions

In order to provide a product to an industry with different levels of competition and different needs ShowPro is available in three versions, the Professional, Standard, and Lite Editions.

The **Professional Edition** is the software used to manage some of the largest and most prestigious horse show venues in the country. The Professional Edition has the ability to query the USEF database over the internet. This feature alone makes it the choice for any rated show. The Professional Edition also adds many powerful time saving and revenue enhancing features.

The **Standard Edition** adds the labor saving features that the Lite version lacks and also adds USEF reporting capabilities. The cost difference between the Lite and Standard Editions is almost negligible when you consider the additional features and how much of your time you might save.

The **Lite Edition** has all the core capabilities for horse show management but lacks some important features such as circuit points, show templates, and electronic results. Show templates allow you to create a complete horse show with a few mouse click once you have created your first show. The Lite Edition may be a good choice for small barn or schooling shows if cost is a big factor.

There is a Features Matrix at the web site that specifies which features are included in which edition. This guide covers all the features, some some may not be included in your edition.

#### See Also

[Introduction](#) <sup>9</sup>

[Typographical Conventions](#) <sup>9</sup>

[Support](#) <sup>10</sup>

## 3.3 Support



### Support

This users guide will help you learn to use ShowPro™. The program has been designed to be easy to learn and use, yet powerful enough for the most demanding situation.

If you have questions, or need more information, please feel free to contact us by email at [info@sportdatainc.com](mailto:info@sportdatainc.com), by telephone, or visit our website at <http://www.sportdatainc.com>.

We can be reached by telephone at (734) 667-3390. Our fax number is (734) 667-3391. We are available evenings and weekends in addition to normal business hours to provide email and telephone support.

#### See Also

[Introduction](#) [ 9 ]

[Typographical Conventions](#) [ 9 ]

[ShowPro Editions](#) [ 10 ]

## 4 Overview



### In This Chapter

[The ShowPro Philosophy](#) <sup>[12]</sup>[Getting Around in ShowPro](#) <sup>[12]</sup>[Where Are The Files?](#) <sup>[23]</sup>[Working With List Editors](#) <sup>[24]</sup>[Organization Numbers](#) <sup>[26]</sup>[Screen Sizes](#) <sup>[29]</sup>

### 4.1 The ShowPro Philosophy



#### The ShowPro Philosophy

ShowPro was designed with several major design goals...

1. A short learning curve for users allowing them to be productive with the software in one day or less.
2. Require minimal effort from the user over the long term to perform the many repetitive tasks that are a part of horse show management. This means ShowPro has tools that are designed to the fullest extent possible to reduce to the absolute minimum the effort required on the part of the office staff.
3. Maximize the revenue potential of the horse show.
4. Provide genuine support for horse shows of a wide range of disciplines and breeds. Do this in a way that allows the program to be what users want it to be whether it involves a single breed or discipline or any combination of breeds and disciplines.
5. Provide flexible licencing options to fit any situation.

### See Also

[Overview](#) <sup>[12]</sup>[Getting Around in ShowPro](#) <sup>[12]</sup>[Where Are The Files?](#) <sup>[23]</sup>[Working With List Editors](#) <sup>[24]</sup>[Organization Numbers](#) <sup>[26]</sup>[Screen Sizes](#) <sup>[29]</sup>

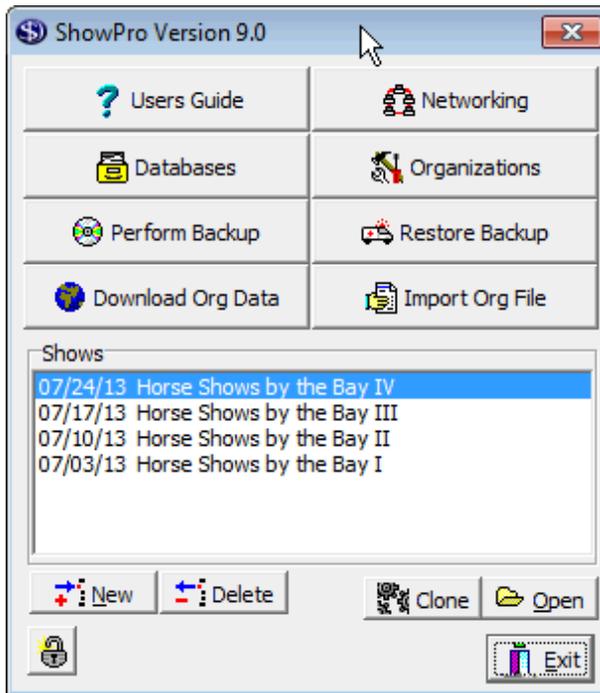
### 4.2 Getting Around in ShowPro



#### Getting Around in ShowPro

## The Start Screen

When ShowPro is first started a screen is displayed that is called the Start Screen. This screen allows you to create, open, or delete shows. It also provides access to a number of setup and utility type functions...



**Note:** You can always get back to the **Start Screen** once you have opened a show by selecting **Back to Start** from the **File** menu.

To open a show select it from the list and click **Open**.

Once a show is opened ShowPro has three main screens that support the efforts of the show office - the **Entries Screen**, The **Classes Screen**, and the **Show Screen**. These screens are where the primary functions of the horse show office are performed. The software is designed so that the functions you need are a mouse click or key press away in order to maximize efficiency. There are other screens for more specialized functions that are accessed from the menus, the Report Viewer, Show Schedule, 1099 Processing, Trainer Splits, Stall Splits to name a few.

In This Section	See Also
<a href="#">The Entries Screen</a> [13]	<a href="#">Overview</a> [12]
<a href="#">The Classes Screen</a> [15]	<a href="#">The ShowPro Philosophy</a> [12]
<a href="#">The Show Screen</a> [17]	<a href="#">Where Are The Files?</a> [23]
<a href="#">The Menus</a> [19]	<a href="#">Working With List Editors</a> [24]
<a href="#">Searching</a> [20]	<a href="#">Organization Numbers</a> [26]
	<a href="#">Screen Sizes</a> [29]

### 4.2.1 The Entries Screen



#### The Entries Screen

## The Entries Screen

When a show is first opened the **Entries Screen** is displayed. From here the horses and people on the entry are managed, the classes they are entered in, and the fees that are charged. The screen shot below shows what the Entry Screen looks like for a Hunter/Jumper entry...

Right click here for menu...

No.	Class	Section Name or Individual Class Type	Rider	Place	Prize	Fee
216	1.00m Jumpers (3'3")	1.00m Jumpers (3'3")	Kenton Taylor	1st		50.00
220	1.00m Jumpers (3'3")	1.00m Jumpers (3'3")	Kenton Taylor	1st		50.00
224	1.00m Jumpers (3'3")	1.00m Jumpers (3'3")	Kenton Taylor	2nd		50.00
225	1.00m Jumpers (3'3")	1.00m Jumpers (3'3")	Kenton Taylor	3rd		50.00
226	1.00m Jumpers (3'3")	1.00m Jumpers (3'3")	Kenton Taylor	8th		50.00
236	1.05m Jumpers (3'5")	1.05m Jumpers (3'5")	Kenton Taylor	3rd		50.00
279	1.00m Children's / AA Jumpers (3'3")	1.00m Children's / AA Jumpers (3'3")	Kenton Taylor	2nd		50.00
281	1.05m Children's/AA Jumpers (3'5")	1.05m Children's/AA Jumpers (3'5")	Kenton Taylor	3rd		50.00
283	1.05m Children's/AA Jumpers (3'5")	1.05m Children's/AA Jumpers (3'5")	Kenton Taylor	9th		50.00
410	\$500 1.00m Jumper Stake	\$500 1.00m Jumper Stake	Kenton Taylor	2nd	100.00	60.00
<b>Totals</b>					<b>\$100.00</b>	<b>\$510.00</b>

Here is what the Entry Screen looks like for a breed discipline...

File Data Reports Tools Help

Entry No: 215 Trainer: No Trainer Account Balance: \$0.00 Stalls: 1 Tack Stalls: 2

Horse Verification:  USEF Rec/ID Verified  Measurement Verified USEF No.: 406891 Name: Evan Sex: G Foaling Date: 04/25/1999 Color: Chestnut Breed: Morgan

S. Gramse (Owner/Rider) R. Gramse (Rider) D. Downs (Rider) B. Smith (Rider)

USEF No.: 48115 Name: Last First MI Address City St./Prov.: NY Zip/PC: 14006

Verification:  USEF Card Verified  USHJA Verified  Amateur Certification Member Type: Professional Date of Birth: Home Phone: Cell Phone: Fax: E-Mail: Federal Tax No.: SS#

Classes: 279 280

Prize Money

x	No.	Class	Rider	J1	Prize	Fee
	211	Lead Line	Bailey Smith	[1st]		8.00
	216	Hunt Seat Equitation 13 & Under	Debra Jean Downs	1st		8.00
	218	Hunt Seat Equitation Championship	Debra Jean Downs	2nd		8.00
	222	Showmanship 13 & Under	Debra Jean Downs	1st		8.00
	255	Morgan Hunter Pleasure Junior Exhibitor	Debra Jean Downs	2nd		8.00
	273	\$80 Morgan Morgan Road Hack Open	Debra Jean Downs			15.00
	274	Morgan Road Hack Junior Exhibitor	Debra Jean Downs	2nd		8.00
	277	\$80 Morgan Western Pleasure Amateur	Ron Gramse	5th	5.00	15.00
	279	\$80 Morgan Western Pleasure Open	Sue Gramse	6th	5.00	15.00
	280	\$80 Morgan Western Pleasure Ladies	Sue Gramse	5th	5.00	15.00
					Totals	\$15.00 \$108.00

Show Scratch

New - F1 Delete First Entry Prior Entry Next Entry Last Entry Refresh Search

Once a show is opened you can return to the **Entries Screen** by selecting it from the **File** menu or pressing **F2**.

### See Also

[Getting Around in ShowPro](#) <sup>[12]</sup>

[The Classes Screen](#) <sup>[13]</sup>

[The Show Screen](#) <sup>[17]</sup>

[The Menu](#) <sup>[19]</sup>

[Searching](#) <sup>[20]</sup>

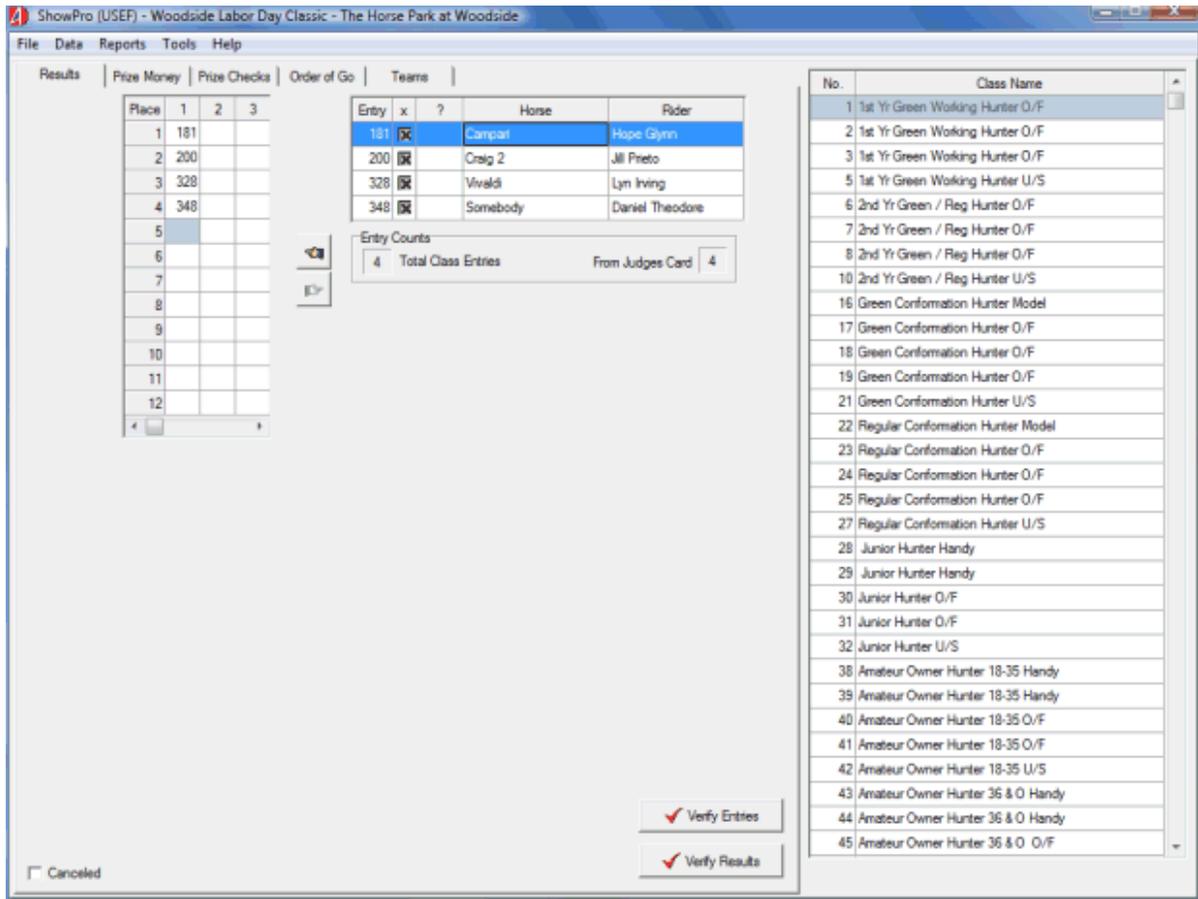
## 4.2.2 The Classes Screen



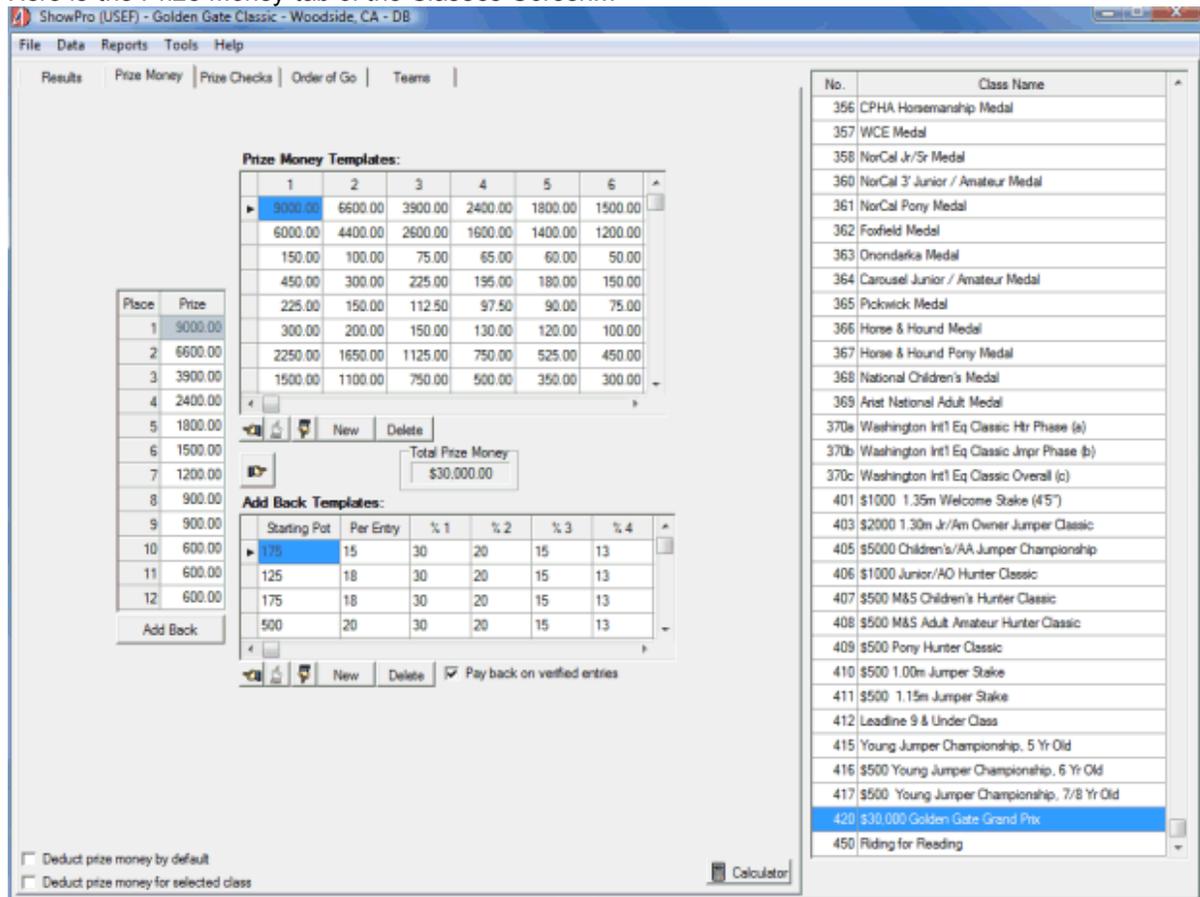
### The Classes Screen

#### The Classes Screen

The Classes Screen is accessed by selecting Classes from the File menu or pressing F3. This is where results are entered and prize money is set. It is also one of a couple places that prize checks can be issued and orders of go can be set...



Here is the Prize Money tab of the Classes Screen...



Everything on the left of the Classes Screen is related to the particular class selected on the right.

- See Also**
- [Getting Around in ShowPro](#) <sup>[12]</sup>
  - [The Entries Screen](#) <sup>[13]</sup>
  - [The Show Screen](#) <sup>[17]</sup>
  - [The Menus](#) <sup>[19]</sup>
  - [Searching](#) <sup>[20]</sup>

## 4.2.3 The Show Screen



### The Show Screen

#### The Show Screen

The third and last of the main screens is the ShowScreen. This is where you create entirely new shows and perform tasks that alter the structure of your show such as combining and splitting classes....

ShowPro (USEF) - Golden Gate Classic - Woodside, CA

File Data Reports Tools Help

Location: Woodside, CA

Name: Golden Gate Classic

Divisions: Hunter

Sections: Classes

1st/2nd/Reg Working Hunter  
Green Conformation Hunter  
Regular Conformation Hunter  
Small Junior Hunter  
Large Junior Hunter  
Amateur Owner Hunter 18-35  
Pony Hunter  
Pre-Green Hunter  
Children's Hunter 13 & Under  
Children's Hunter 14 thru 17  
Adult Amateur Hunter 18 & O  
Children's Pony Hunter  
Training Hunter  
Baby Green Hunter  
Modified Low Hunter  
Low Hunter  
Modified Open Hunter  
Schooling Hunter  
Modified Junior Hunter  
Modified Amateur Hunter  
Low Children's/Adult Hunter  
Short Stimp  
Schooling Pony Hunter  
Warm-Up Hunters  
Junior Hunter Small  
Junior Hunter Large  
\$250 Children's Hunter Special  
\$500 Adult Amateur Hunter Classic  
\$1000 Junior/AO Hunter Classic  
\$500 M&S Children's Hunter Classic  
\$500 M&S Adult Amateur Hunter Classic  
\$500 Pony Hunter Classic  
\$500 Children's Hunter Classic  
\$750 Jr./AO Hunter Championship Special  
\$500 Junior/AO Hunter Special  
Small Junior Hunter 15-17

Stats: Stall Fee: 175.00 Tack Stall Fee: 175.00 Entry Fee: 45.00 Start Date: 7/ 2/2008 End Date: 7/ 6/2008

No.	Section Name or Individual Class Type	Class Name	Fee
1	1st/2nd/Reg Working Hunter	1st/2nd/Reg Working Hunter	0.00
2	1st/2nd/Reg Working Hunter	1st/2nd/Reg Working Hunter	0.00
3	1st/2nd/Reg Working Hunter	1st/2nd/Reg Working Hunter	0.00
4	1st/2nd/Reg Working Hunter	1st/2nd/Reg Working Hunter	0.00
5	1st/2nd/Reg Working Hunter	1st/2nd/Reg Working Hunter U/S	0.00
16	Green Conformation Hunter	Green Conformation Hunter Model	30.00
17	Green Conformation Hunter	Green Conformation Hunter	0.00
18	Green Conformation Hunter	Green Conformation Hunter	0.00
19	Green Conformation Hunter	Green Conformation Hunter	0.00
20	Green Conformation Hunter	Green Conformation Hunter	0.00
21	Green Conformation Hunter	Green Conformation Hunter U/S	0.00
22	Regular Conformation Hunter	Regular Conformation Hunter Model	30.00
23	Regular Conformation Hunter	Regular Conformation Hunter	0.00
24	Regular Conformation Hunter	Regular Conformation Hunter	0.00
25	Regular Conformation Hunter	Regular Conformation Hunter	0.00
26	Regular Conformation Hunter	Regular Conformation Hunter	0.00
27	Regular Conformation Hunter	Regular Conformation Hunter U/S	0.00
28	Amateur Owner Hunter 18-35	Amateur Owner Hunter 18 & O	0.00
29	Amateur Owner Hunter 18-35	Amateur Owner Hunter 18 & O	0.00
30	Amateur Owner Hunter 18-35	Amateur Owner Hunter 18 & O	0.00
31	Amateur Owner Hunter 18-35	Amateur Owner Hunter 18 & O	0.00
32	Amateur Owner Hunter 18-35	Amateur Owner Hunter 18 & O U/S	0.00
38	Small Junior Hunter	Small Junior Hunter	0.00
39	Small Junior Hunter	Small Junior Hunter	0.00
40	Small Junior Hunter	Small Junior Hunter	0.00
41	Small Junior Hunter	Small Junior Hunter	0.00
42	Small Junior Hunter	Small Junior Hunter U/S	0.00

Append  Insert  Smart Numbering Enabled

And here is a Show Screen from a Paso Fino show...

No.	Code	USEF Code	Class Name	Fee
1	26	4200	Trial	35.00
2	61	4200	Bella Foma Fillies Yearlings	35.00
3	64	4200	Bella Foma Fillies 2 Years Old	35.00
4	67	4200	Bella Foma Fillies 3 Years Old	35.00
5	71	4200	Bella Foma Mares	35.00
6	1C	4200	Bella Foma Mares/Fillies Championship	20.00
7	114	4201	Equitation Sub-Junior 7-9	35.00
8	115	4201	Equitation Sub-Junior 10-12	35.00
9	62	4200	Bella Foma Geldings Yearlings	35.00
10	65	4200	Bella Foma Geldings 2 Years Old	35.00
11	68	4200	Bella Foma Geldings 3 Years Old	35.00
12	72	4200	Bella Foma Geldings	35.00
13	102	4201	Fino Junior Youth	35.00
14	2C	4200	Bella Foma Geldings Championship	20.00
15	63	4200	Bella Foma Colts Yearlings	35.00
16	66	4200	Bella Foma Colts 2 Years Old	35.00
17	69	4200	Bella Foma Colts 3 Years Old	35.00
18	73	4200	Bella Foma Stallions	35.00
19	25	4200	Western Pleasure	35.00
20	3C	4200	Bella Foma Colts/Stallions Championship	20.00
21	112	4201	Equitation Junior Youth 14-17	35.00
22	166	4201	Walk-Corto Leadline	35.00
23	24	4200	Versatility	35.00
24	200	4200	Fino Amateur Owner Fillies 3 Years Old	35.00
25	455	4200	Fino A/O Colts & Geldings 3 Years Old	35.00
26	210	4200	Fino Amateur Owner Fillies 4 Years Old	35.00
27	457	4200	Fino A/O Colts & Geldings 4 Years Old	35.00

### See Also

[Getting Around in ShowPro](#) <sup>12</sup>

[The Entries Screen](#) <sup>13</sup>

[The Classes Screen](#) <sup>13</sup>

[The Menus](#) <sup>19</sup>

[Searching](#) <sup>20</sup>

## 4.2.4 The Menus



### The Menus

#### The Menus

ShowPro has a pull down menu system that is used to access the main screens, data settings, reports and tools...

File	Data	Reports	Tools
Entries F2 Show F4 Set Default Organization Filter Breeds/Disciplines Preferences Printer Setup Log In Back to Start Exit	Select Show Show People Horses Trainers Fees Breeds Class Fees Stall Types Class Sponsors Circuits Enterable Sections Trainer Incentive Programs Championship Points High Point Setup Blanket Fee Setup Points Tables <i>Jumper Nomination Classes</i> Auto-number Entries Checking Accounts Check Configurations Chart of Accounts Upload to HorseShowing.Com Export Results Scheduled Backups Perform Backup	Viewer Entries By Trainer Entries By Number Entries By Horse Stalls Report Show Roster Report Exhibitor's Report Trainer Reports ▶ Class Sheets ▶ Results ▶ Prize Money ▶ Championship Sheets ▶ Organization Reports ▶ Circuit Standings USEF Stewards Report Photographer Report Coggins Report Jumper Money Hunter Dollars Balances Trainer Fees Summary Fee Counts By Trainer Fee Counts By Number Class Fee Counts Payments Miscellaneous ▶ Financial Summary	Back Numbers Hunter Jumper Judges Cards Breed Judges Cards Mailing List Management Total Classes Entered Total Show Scratches 1099 Processing E-Mail Schedule Clear Verification Check Marks Adjust Random Splits Canceled Classes Payment By Check Details Deposits Master Payment Ctrl+M Other Balances Non Showing Horses Trainer Accounts Tack Stall Splits Trainer Fee Splits Adds / Scratches F9 Export ▶ Set Printer Font ▶ Set Entry Speed Sets Web Results Stop Exhibitors Terminal Network Status USEF Database Query USEF Realtime Query Enabled Check Register Print General Checks Batched General Checks Save Show as Template Create Show From Template
Help Users Guide About			

**Note:** These are the Professional Edition menus, if you have a different edition you will not have all the items.

#### See Also

[Getting Around in ShowPro](#) <sup>12</sup>

[The Entries Screen](#) <sup>13</sup>

[The Classes Screen](#) <sup>15</sup>

[The Show Screen](#) <sup>17</sup>

[Searching](#) <sup>20</sup>

## 4.2.5 Searching

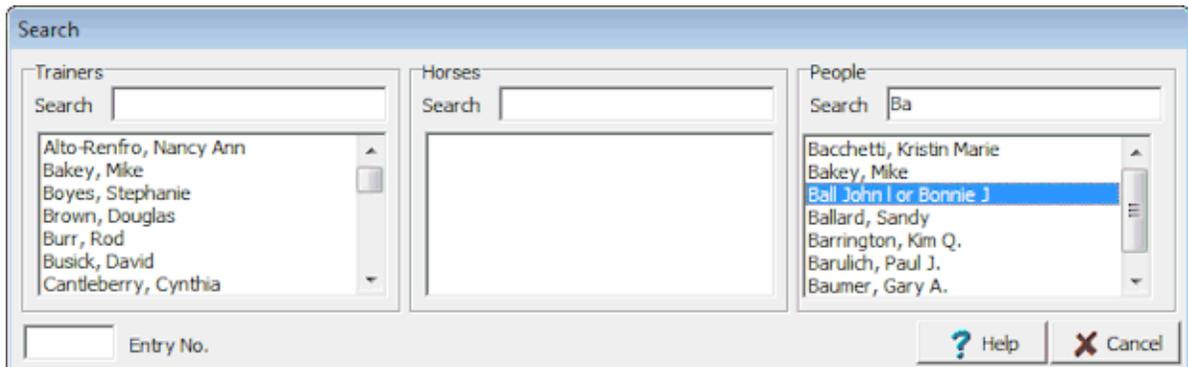


### Searching



ShowPro has a couple of methods for searching for entries. The first method is to use the Search dialog, click the **Search** button in the lower right corner of the **Entries Screen** or press **ALT+S** and the Search dialog is displayed...

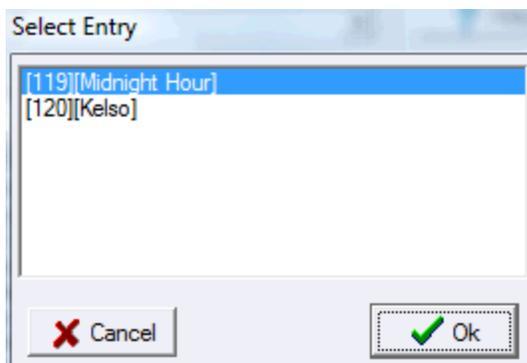
**Note:** You can also press Alt/H to initially focus the Horses search box, Alt/P to focus the People search box, Alt/T to focus the Trainers search box.



By default the entry number has the focus, type in an entry number and press **Enter** and if the entry exists you will be taken to that entry.

You can also start typing in the Trainers, Horses or People search boxes and as you do the closest matching item will be displayed in the list below. You can arrow down into the list, or click in the list, when the item you want is displayed. When the item you want is highlighted press **Enter** and you will be taken to that entry.

You can also scroll through a list and double click on an item. If you select an item that is associated with more than one entry a box will appear listing the entries that item is associated with...



Select the entry you want based on the information provided and click **Ok**.

For those that prefer to use the keyboard whenever possible, as mentioned above, there are some shortcuts. **ALT+H** will open the search tool with the cursor positioned in the horses name box. **ALT+P** will open the search tool with the cursor positioned in the persons name box. **ALT+E** will open the search tool with the cursor positioned in the entry number box (same as **ALT+S**).

Entry No.	Horse	Owner
101	Sander	Clark, Missy
102	Ontario	Udelson, Rachel
103	Gaillard	Udelson, Rachel
104	Denmark	Rogers, Grace
105	Mike	New Windsor Stables, .
106	Truman	BTRC,
107	AK Mickey	Keck, Mackenzie
108	Rosey	Bright, Eleanor
109	Sensation	Keck, Mackenzie
110	Valfee des Hazalles	Polle, Karen
111	Zenzi	Polle, Karen
112	Caspar	Clancy, Olivia
113	Ronan	Weeks, Alexa
114	Caesar	HARRISON, CAYCE
115	Jasmine	Farm, Beyaert
116	Amor van den Hoendrik	Farm, Beyaert
117	Unforgettable	Lewis, Julia
118	Idefix 099	Tisbo, Lauren
119	Midnight Hour	Pegasus Farm, Edwin Wi...
120	Kelso	Carrera, Monica
121	Serrano	McNeel, Robert
122	Corina	Jack, Olivia
123	Libidou	Stien, Alexis
124	Weber	King, Laura
125	Crocket 16	King, Laura
126	Harlem de Mescam	King, Laura
127	Rhythm & Blues	Johnson, Natalie
128	Nimmerot	Farm, Heritage
129	Equifit Pozitano	Limited, ABC
131	Mephisto	Hart, Kelsey
132	Prinzess 264	Johnson, Sale
133	Franco	Coleman, Scott
134	Athena	Carlson, Hayley
135	T Naralda	Carlson, Hayley
136	Santa's Rocket	Dixon, Stephanie
137	Claudius Z	Spencer, Shannon
138	Lazalle	Horth, Lauren
139	Tuesday	Hawkes, Allyson
140	Future	Lowell, Victoria
141	La Bell	Farm, Drumnacross
142	Lutine De Brout	Cohen, Cathy
143	Alicante du Printemps	Cohen, Cathy
144	Shinkansen	Holder, Erin
145	Cadanza Z	Holder, Erin
146	Koko	Cerasano, Holly
147	Rusi	McWane, Anna
148	TBA 6	Mulligan, Kate
149	Golf 96	Stacy, Danielle
150	Tiona	Stacy, Danielle
151	Cavalier	Wood, Wendy
152	Coritaan	Wood, Wendy
153	Vangueur	McNerney, Hillary
154	Colonia	McNerney, Hillary

Another search possibility is available by pressing **CTRL+RIGHT ARROW** on the keyboard or clicking the little arrow on the left side of the entry screen. This displays a list of every entry in the horse show down the left side of the screen. Included in the list is the entry number, the horse name, and the owner of the horse. Double clicking on any item in the list will take you to that entry. You can also select the item with the mouse or the keyboard and press **Enter**.

The list can be reordered by clicking in the column headers or pressing **ALT+E**, **ALT+H**, or **ALT+O** on the keyboard.

#### See Also

[Getting Around in ShowPro](#) <sup>[12]</sup>

[The Entries Screen](#) <sup>[13]</sup>

[The Classes Screen](#) <sup>[15]</sup>

[The Show Screen](#) <sup>17</sup>

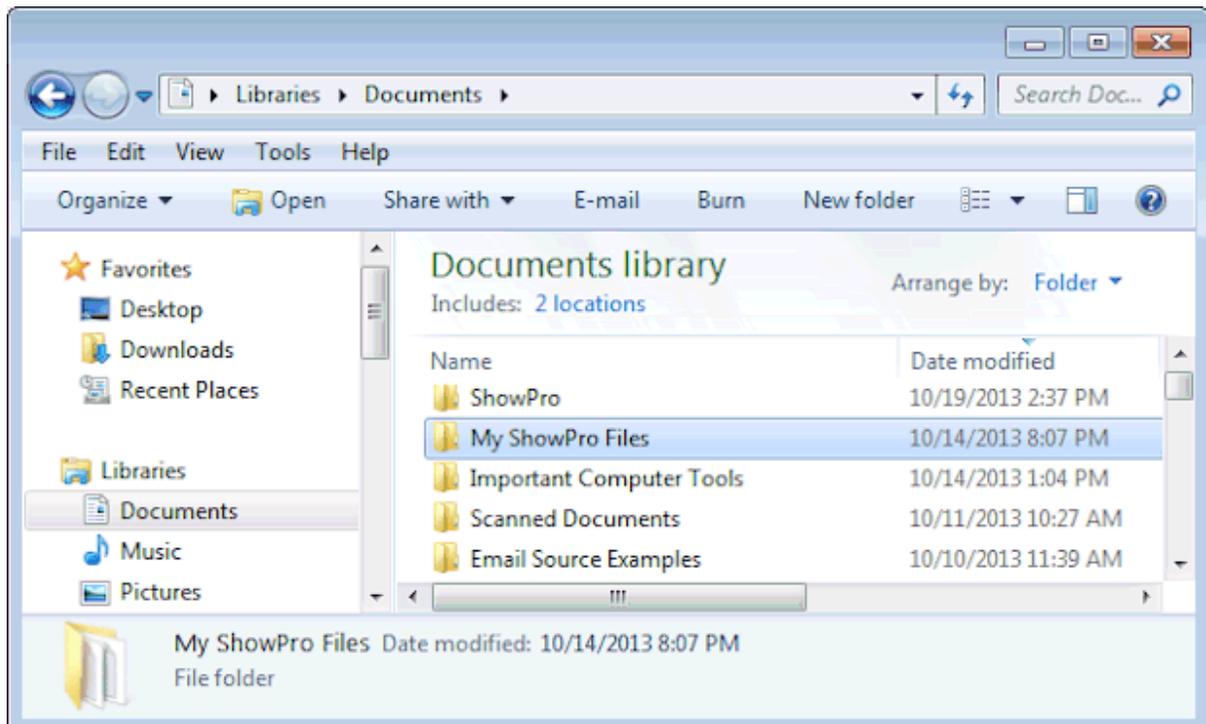
[The Menus](#) <sup>19</sup>

## 4.3 Where Are The Files?



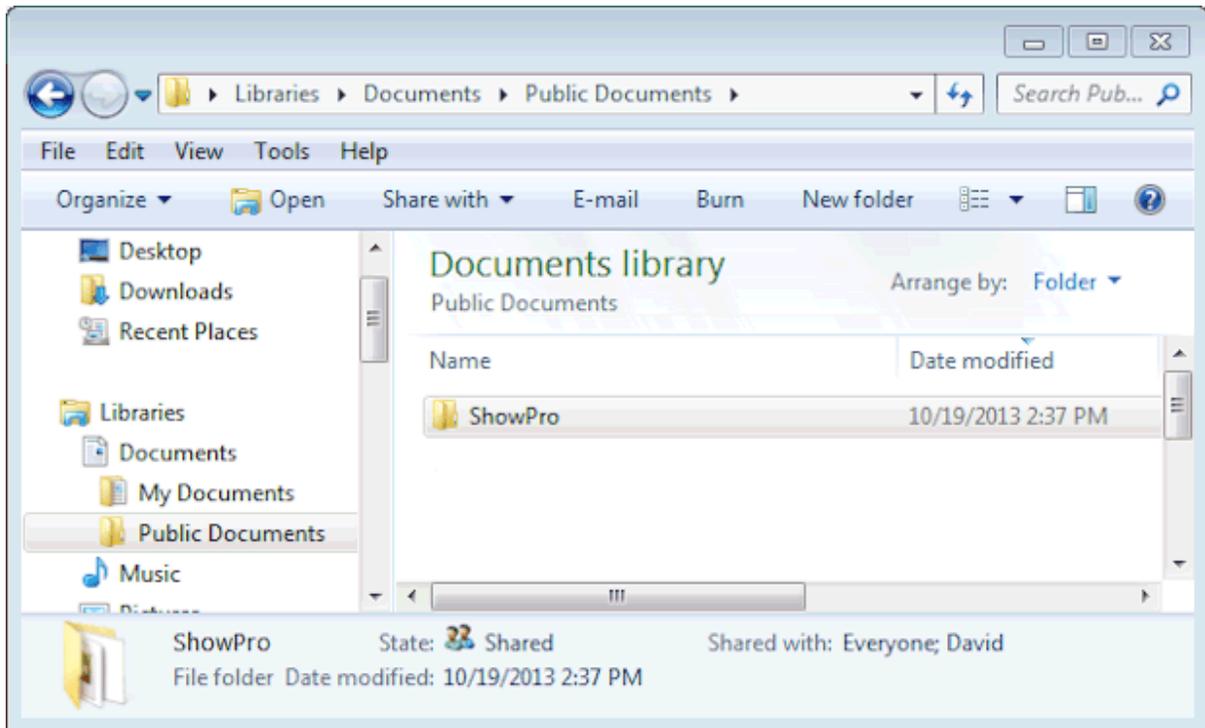
### Where Are The Files?

Your files are in a folder named My ShowPro Files in your Documents folder...



The My ShowPro Files folder contains the Show Backup folder where your backups go by default. Most everything that is saved is saved here by default although you can navigate to any location to save your files. ShowPro will remember the last location you saved a backup to for each database and will continue to save to that location as long as it is available. This allows you to have your backups go to a memory stick for example. The File menu in ShowPro has a "My ShowPro Files" item on it that will open this folder for you.

Your actual horse show data is stored in Public\Public Documents>ShowPro...



... This is the folder you will share when you network, although you will point your network clients at the ShowData folder within the ShowPro folder.

#### See Also

[Overview](#) <sup>[12]</sup>

[The ShowPro Philosophy](#) <sup>[12]</sup>

[Getting Around in ShowPro](#) <sup>[12]</sup>

[Working With List Editors](#) <sup>[24]</sup>

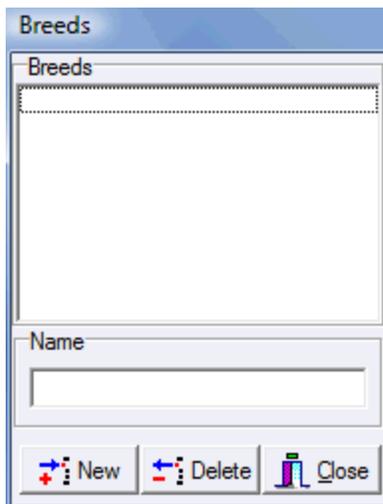
[Organization Numbers](#) <sup>[26]</sup>

[Screen Sizes](#) <sup>[29]</sup>

## 4.4 Working With List Editors



### Working With List Editors



Much of the data in any software program consists of simple lists of items. To provide a consistent interface for managing these lists of items ShowPro uses List Editors like the one show to the left.

As you configure ShowPro here and there to get your desired outcomes you will be using at times List Editors such as the **Breeds Dialog** show here which in ShowPro is available on the **Data** menu.

The List Editor has a list at the top and an edit box at the bottom where you can edit the item that is selected in the list at the top.

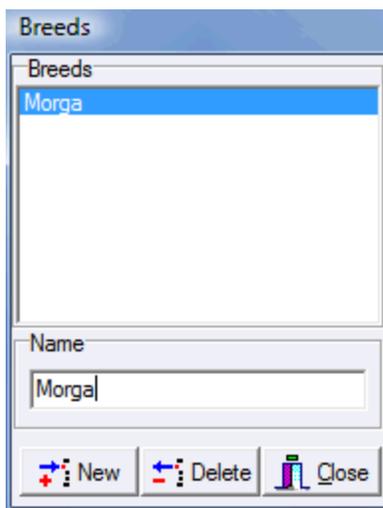
Use the **New** button to add an item to the list.

Use the **Delete** button to remove an item from the list.



To add a new item to the list click **New**. A "New Whatever" item will be added to the list.

Now edit the text in the edit box at the bottom.



Notice that as you type in the edit box the text in the list for the selected item is changing along with the text in the edit box.

To add additional items to the list just click **New** and repeat the process.

When you are done adding items click **Close**, they will be saved automatically.



If you add too many items by accident please be sure and delete them before closing the box. Better yet, don't click New until you're sure you need another item and have it in your mind what the text for that item will be.

But in any case don't leave your list in a state where it basically has garbage in it.



Don't put a blank item in your list either intentionally or accidentally. If you get a blank item type some legitimate text into it or delete it.

#### See Also

[Overview](#) <sup>[12]</sup>

[The ShowPro Philosophy](#) <sup>[12]</sup>

[Getting Around in ShowPro](#) <sup>[12]</sup>

[Where Are The Files?](#) <sup>[23]</sup>

[Organization Numbers](#) <sup>[26]</sup>

[Screen Sizes](#) <sup>[29]</sup>

## 4.5 Organization Numbers



### Organization Numbers

ShowPro has support for many *built in* organizations. For each licensed Breed/Discipline one or more organization will become available in the software. For example with Hunter/Jumper you'll get USEF,

USHJA, and ASPCA. For Arabian you'll get USEF and AHA, for Paso Fino USEF and PFHA. For each Breed/Discipline licensed the appropriate sanctioning and/or breed registry organizations will be available in the software automatically.

In addition ShowPro can support any number of other organizations and it is not uncommon for a larger show to have approvals from upwards of six local organizations or perhaps FEI. Adding an organization is easily done at any time using the [Organizations](#)<sup>[40]</sup> button on the Start Screen.

**Note:** If you are reporting the results for a class to an organization other than the one sanctioning the show as a whole, i.e. USEF or ASPCA, be sure to include the acronym in the name of the class. ShowPro will prompt you for the membership numbers if they are not already recorded, and will display those numbers on results reports. If your class name contains USEF ShowPro will prompt for the USEF number if one is not recorded.

When you **right click** in an organization number field...

USEF No.
158796

...such as the person organization number box to the left from the Entry Screen...

USEF	158796
ASPCA	
AHA	66547
ASHA	
AMHA	

Joined/Renewed at Show

Member Type: Professional

Verification

USEF Card Verified

Amateur Certification

Missing Number Reason

Joined at show

Affidavit

Membership pending

Non Member

An organization number pop up box similar to the one to the right will appear.

There are check boxes for [verification](#)<sup>[56]</sup> and also for potential missing number reasons.

You can also set the member type of the person.

USEF	
ASPCA	
AHA	
ASHA	
AMHA	

Joined/Renewed at Show

Member Type: [ ]

Verification

USEF Card Verified

Amateur Certification

Missing Number Reason

Joined at show (10/02/2008)

Affidavit

Membership pending

Non Member

If a number is missing you can specify a reason that is acceptable to the USEF. The electronic results will be tagged with this reason satisfying USEF requirements.

Notice that the reason is date stamped.

The Joined/Renewed box allows you to specify in an export to OrgPro that the person or horse joined or renewed their membership at this show. The information will be exported with the results from the show and can be imported into OrgPro potentially saving some data entry at the organization.

The screenshot shows a pop-up window with a table on the left and options on the right. The table has columns for organization abbreviations and their corresponding numbers.

USEF	255279
ASPCA	
HJAM	
OPHA	

Below the table is a checked checkbox labeled "Joined/Renewed at Show". To the right, there is a "Member Type" dropdown menu, a "Verification" section with checkboxes for "Card Verified" and "Amateur Certification", and a "Missing Number Reason" section with a checked option "Joined at show (10/02/2008)" and other options like "Affadavit", "Membership pending", and "Non Member".

If appropriate, i.e. the organization has expiration dates, a column will be displayed to allow you to manipulate them.

This screenshot shows a similar pop-up window but with an "Expires:" column in the table. The "Joined/Renewed at Show" checkbox is unchecked.

AQHA	0738952	Expires: 06/30/2014
QHEAC		
PCQHA		
11 U		

The "Verification" section on the right is checked for "Card Verified", "Amateur Verified", and "Novice Verified". The "Missing Number Reason" section has options for "Applied", "Pending", and "Exempt".

This screenshot shows a pop-up window with a table and verification options. The "Joined/Renewed at Show" checkbox is unchecked.

USEF	4586417
HJAM	
OPHA	

The "Verification" section on the right is checked for "Card Verified", "Measurement Verified", and "Recorded Horse". The "Missing Number Reason" section has options for "Applied", "Affadavit", and "Owner can't recall HID".

If you right click in a horses organization number box a similar pop up box appears with the same kind of functionality except applicable to horses.

**Note:** To close an organization numbers pop up box you can press the Esc key or click the X in the upper right corner.

The screenshot shows a "Verification" pop-up window with the following checked options: "Card Verified", "USHJA Verified", "Amateur Certification", and "IHP".

The horse and person verification boxes for the currently active organization appear on the Entry Screen. Some of the items in the verification box are generated automatically for you but you can add your own verification flags also for anything else you want to keep track of. See the topic [Verification Flags](#)<sup>[56]</sup> for details.

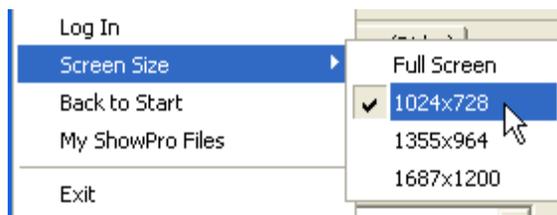
#### See Also

- [Overview](#)<sup>[12]</sup>
- [The ShowPro Philosophy](#)<sup>[12]</sup>
- [Getting Around in ShowPro](#)<sup>[12]</sup>
- [Where Are The Files?](#)<sup>[23]</sup>
- [Working With List Editors](#)<sup>[24]</sup>
- [Screen Sizes](#)<sup>[29]</sup>

## 4.6 Screen Sizes



### Screen Sizes



ShowPro supports multiple screen sizes and normal and large fonts. Depending on the resolution of your screen you will have up to four screen size choices.

The screen size choices are available on the File menu once you have opened a show.

On very small monitors large fonts may not work well with ShowPro if you are experiencing any display issues, check this setting.

#### See Also

[Overview](#) | 12

[The ShowPro Philosophy](#) | 12

[Getting Around in ShowPro](#) | 12

[Where Are The Files?](#) | 23

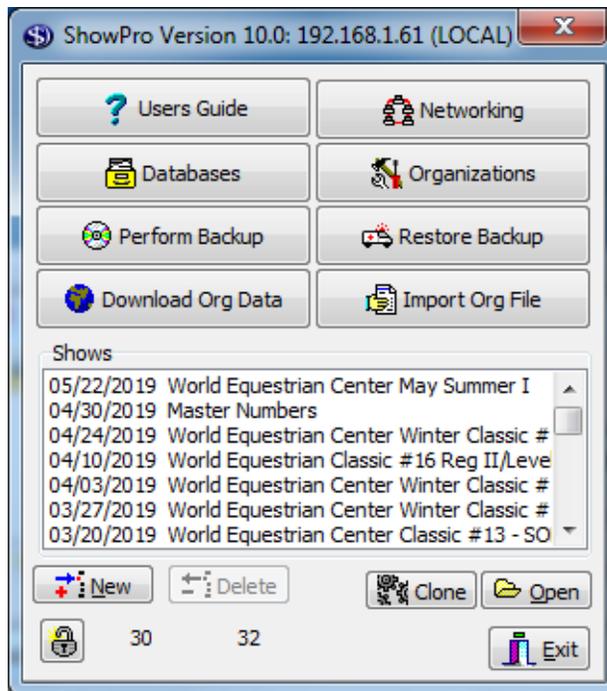
[Working With List Editors](#) | 24

[Organization Numbers](#) | 26

## 5 The Start Screen



The window that is first displayed when you run ShowPro is called the Start Screen.



This is where you will do the following...

- Create shows
- Open Shows
- Delete shows
- Clone Shows
- Network a computer
- Work with databases
- Work with organizations
- Perform a backup
- Restore a backup
- Download organization data
- Import organization data
- Apply a subscription or license a show by the day

Once you open a show you will be taken into the main program where the features are that enable you to run your show. You will have the ability to switch between shows once a show is open and you will also have the ability to return to this Start Screen.

### In This Chapter

<a href="#">Networking</a>	30
<a href="#">Databases</a>	38
<a href="#">Organizations</a>	40
<a href="#">Backing Up Your Data</a>	62
<a href="#">Restoring a Backup</a>	63
<a href="#">Creating a Show</a>	65
<a href="#">Opening a Show</a>	68
<a href="#">Cloning a Show</a>	70
<a href="#">Deleting Shows</a>	73
<a href="#">Downloading Org Data</a>	74
<a href="#">Importing Org Data</a>	77
<a href="#">Registering ShowPro</a>	79

### 5.1 Networking



## Networking

ShowPro can operate as a stand alone program where a single computer will be used to do the entire show or it can operate as either a host or a client in a network of computers. In a networked situation there will always be one host computer, usually the head secretary's, and one or more client computers that will either be ShowPro clients or ShowPro Exhibitors Terminal (Kiosk) clients.

### Important Points

Wireless networking although fine for web browsing *is inappropriate for networking ShowPro*. We do not recommend it - data loss could result - don't do it. It is also less than half the speed of a wired network which is in itself sufficient reason to avoid it never mind the potential data loss.

On the host computer you must share the files and make sure that Windows networking is configured correctly but never set a network path on the host - the host operates in local mode. On the clients you must set the network path but never on the host which knows how to find the data without any help.

Never try and set a network path on a new networking configuration before you have established that you can navigate to the files through Windows. If you can get there through Windows you will be able to get there with ShowPro. If there is something preventing you from getting there Windows has better diagnostics - ShowPro will simply display a failure message that will not be very helpful.

If you have a fire wall on your host computer (you probably do, you may even have two) disable it until you get the networking functioning. A fire wall will stop your networking dead in its tracks and Windows will not tell you that it is the fire wall that is the problem. Once your networking is functioning there are ways to allow ShowPro through the fire wall that vary from one firewall to another and are beyond the scope of this guide. If you are not connected to the Internet you can leave the firewall disabled. If you have followed all the instructions in this guide and are still unable to network the odds are quite good that it is a firewall that is blocking you.

When you connect to a new network Windows is going to ask you if it is a Public or Private (Home or Work) network, always select Private/Home/Work. When you're networking ShowPro you're using a Private network, if you select Public Windows may impose restrictions that are unnecessary and unhelpful.

### Required Equipment

To network two computers together requires, at a minimum, what is called a network crossover cable. These cables are easy to obtain and are available in lengths from six foot to 25 foot, or longer. Simply connect the network ports of the two computers with this cable. You cannot use a standard patch cable to directly connect two computers, it must be a crossover cable which incidentally has two of it's wires crossed, this is what enables the direct connection.

To connect more than two computers together requires a switch or router, and standard networking patch cables. Connect the network port of each computer to a port on the switch or router.

**Note:** Even if you are only connecting two computers together you may want to get an inexpensive router. Routers enable you to use dynamic IP addresses which simplify your IP setup and allow you to use the same IP setup that you probably need to connect to the internet at home. Otherwise you will probably have to switch to dynamic IP addresses at home anyway to connect to the internet.

You should use your most powerful system as the host computer, you will obviously get better performance. Gigabit networking components are now available at reasonable prices and provide a

substantial increase in performance, if you will be connecting more than a few computers you should look into Gigabit switches or routers, cables, and adapters.

Be aware that some editions of Windows limit the number of computers that can be connected to them. XP Home will only allow five connections for example. The Professional editions allow unlimited connections although Windows networking itself has a practical limitation that depends on the speed of your computers and your networking equipment.

### **Recommended Equipment**

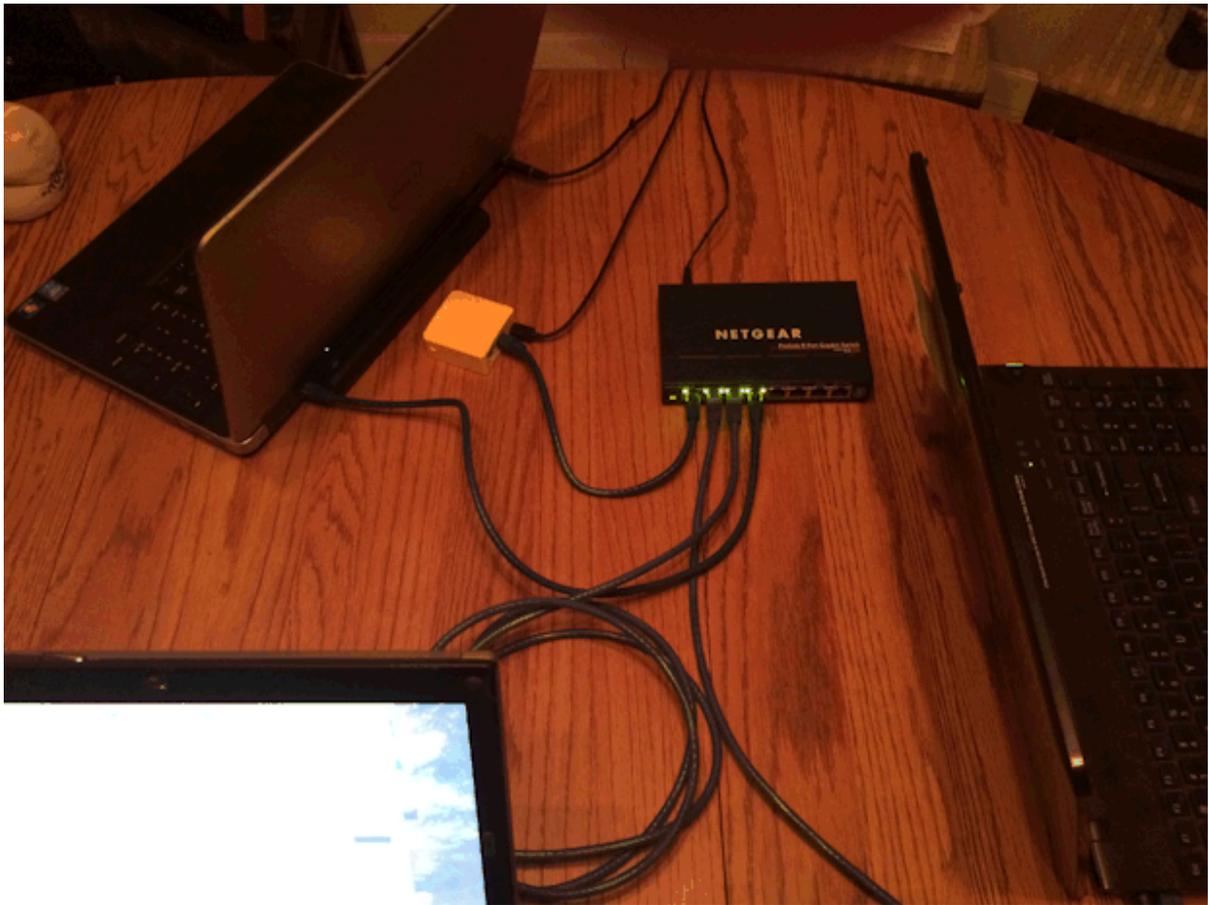
Search on Amazon for "GL-iNet-GL-MT300N-V2", it should come up with an amazing yellow miniature router for about \$20. First of all, it's a router, it will enable you to use dynamic IP addresses. But it will also solve any internet connectivity problem no matter what your circumstances. It can connect to available WI-FI and provide wired internet to all your connected computers. If you have a wire coming from the facilities router you can plug it into this router and you'll have your own isolated network with internet. Lastly you can plug a phone or other cellular device into the routers USB port, this is called "tethering", and provide wired internet to all the computers on your network.

There are other brands of these travel routers available on Amazon, if you can't find the one mentioned above the critical thing is to find one that supports WISP mode, this is the mode that allows the router to connect to an internet source and provide the internet over the wire to your computers. Don't purchase anything unless it specifically supports WISP mode. Tp-Link is another brand we've used successfully.

The mini router only has one port so you'll need a switch, a switch connected to a router becomes an extension of that router. We recommend NetGear Gigabit switches, search on amazon for "NetGear Gigabit Switch", they are available with 5, 8, or more ports for as little as \$20.

You'll also need Cat5e or Cat6 network patch cables, one for each device you'll be connecting.

Below, 3 computers are connected to a NetGear 8 port Gigabit switch which is connected to a GL-iNet-GL-MT300N-V2 mini router. The router is connected to the WI-FI and all 3 computers are receiving internet through the wire.



### The Workgroup

All computers on your network must be set to the same Workgroup, if you are not sure that they are you need to check them and set them if they are different.

- Right click on Computer and select Properties.
- On the left click on Advanced System Settings
- Click on the Computer Name Tab.
- The workgroup name will be displayed there, check this on all computers and make sure the names agree.
- If they don't agree decide on a name, WORKGROUP is the default and recommended.
- Click the Change button and edit the workgroup names of those computers that don't agree.

You'll have to restart any computers that you change the work group name on.

### Sharing The Files On The Host

In order to use Windows® peer to peer networking with ShowPro you must first share the folder on the host computer where the files reside that you intend to use. The folder that you should share is the ShowPro folder which is in C:\Users > Public > Public Documents.

- On the host computer go to C:\Users > Public > Public Documents
- Right click on the ShowPro folder and select Properties from the pop up menu.

- Click on the Sharing Tab.
- Click the Advanced Sharing button.
- Check the Share this folder box.
- Windows will probably set the share name to ShowPro.
- Click the Permissions button
- With the Everyone Group selected check the Allow box for Full Control
- Click Ok

Only the above described folder needs to be shared, sharing other folders, the "My ShowPro Files" folder for example will only cause potential confusion.

### **IP Addresses**

If you have a router anywhere on your network you can use dynamic IP (Internet Protocol) addresses, if you only have a switch you must use static IP addresses.

- In This PC or Computer Right click on Network down low on the left and select Properties.
- Up high on the left click on "Change Adapter Settings".
- Right click on Local Area Connection or Ethernet and select Properties.
- Left click on Internet Protocol Version 4 (TCP/IPv4) - just select it, don't uncheck the box.
- If you have a router on your network select "Obtain and IP address automatically" if it isn't already selected.
- If you only have a switch follow the directions below for setting a static IP address.
- Click Ok.

### **Setting a Static IP Address if You Don't Have a Router**

IP addresses consist of 4 numbers separated by dots. The IP address of each computer must be unique on the network but it must also conform to a particular protocol. Set your IP addresses like this...

Host: 192.168.0.1, Client #1: 192.168.0.2, Client #2: 192.168.0.3, Client #4: 192.168.0.4, etc.

Notice that the addresses are the same except for the last segment which increases with each computer.

After typing in the IP address, paying careful attention to where the dots are, click in the empty Subnet mask box, it will be filled in automatically for you.

### **Advanced Sharing Settings**

In This PC or Computer right click on Network down low on the left and select Properties. Up high on the left click on "Change advanced sharing settings". For the Private profile (or Home or Work) check the following settings...

- Turn on network discovery
- Turn on file and printer sharing

On Windows 8/10 the rest are under "All Networks"

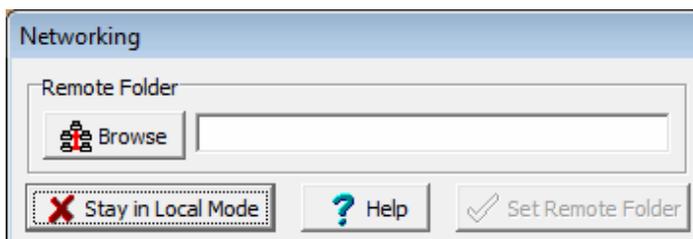
- Turn on public folder sharing
- Use 128-bit encryption
- Turn off password protected sharing

Set the above settings on all the computers on your network.

### Setting The Network Path In ShowPro

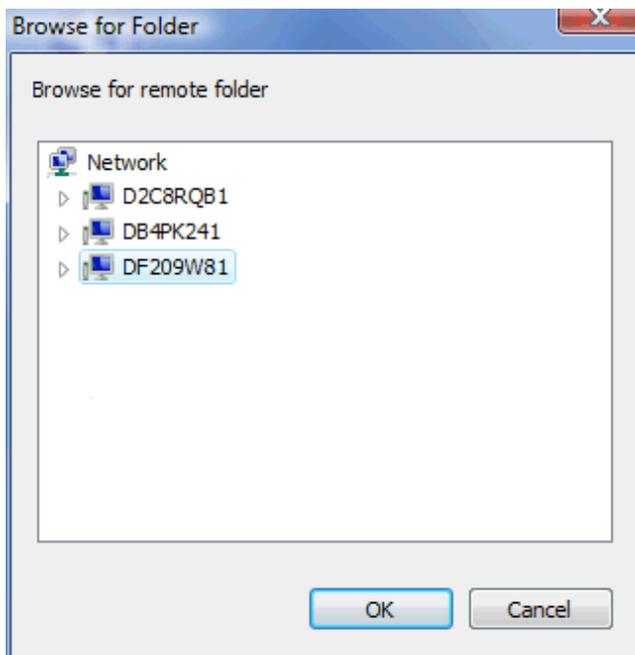
First and foremost establish that you can get to the files through Windows networking, if you can't get there through Windows you'll never get there through ShowPro. In This PC or Computer left click on Network down low on the left, you should see all the computers that are on your network listed at the top on the right. They must be listed under "Computers", "Media Devices" of no use for networking. If your computers are not showing up see the "What if My Computers Are Not Showing Up" at the bottom of this section.

In a ShowPro client, on the Start Screen, click on Networking, the following dialog box will be displayed...



The dialog is indicating that you are in local mode, notice the remote folder is blank and the button says "Stay in Local Mode". This is how it should look on the Host computer.

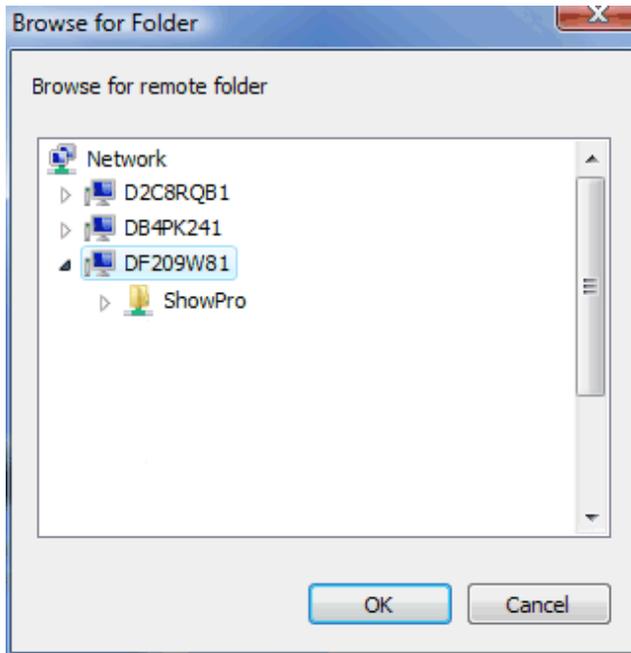
Click the **Browse** button to set a Remote Folder on a client computer.



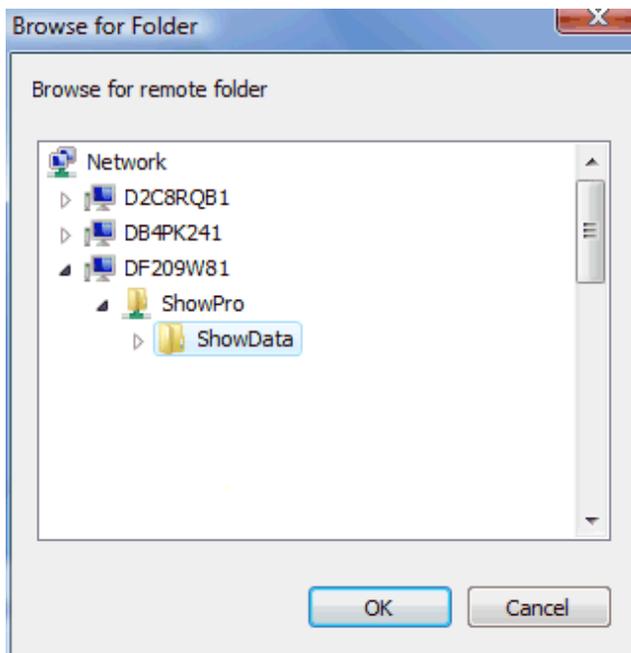
If you are an advanced user you can also just type in the path to the remote folder.

Select the computer that is your host computer on the network. If you don't know which computer is your host see the discussion above about Workgroups, your computers name is displayed in the same place as the Workgroup.

Double click on the hosts computer name to expand the tree....



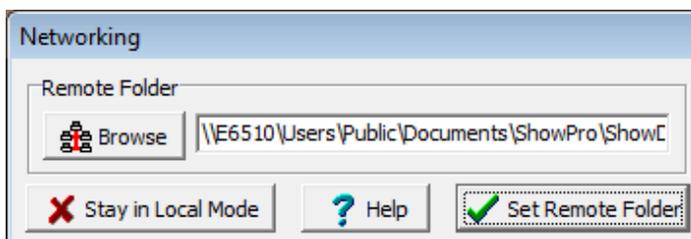
Now double click on the ShowPro Share to expand it.



Now select the ShowData folder which is the folder that contains the database files.

It may not be quite so straight forward as is displayed to the left, you may have to browse through Users > Public > Public Documents > ShowPro to get to the ShowData folder

Click Ok.



The networking dialog now indicates that the client will point at the hosts ShowData folder.

Click the Set Remote Folder button to complete the networking of the client computer.

## What if My Computers Are not Showing Up?

Windows updates on at least one occasion have screwed up Windows networking settings causing network discovery to not function properly. Follow the steps below to fix this if your network computers are not being displayed when you left click on Network, or are being displayed only as "media devices" and not as computers.

These steps came from an article referring to a Windows 10 update breaking Windows networking but I recently had this problem on a Windows 7 computer and successfully used the steps below to fix it.

1. Hit the Windows key + R to get a command prompt, type in services.msc and press Enter.
2. In the Services window look for the following services:

DNS Client

Function Discovery Provider Host

Function Discovery Resource Publication

Peer Networking Grouping

HomeGroup Provider

HomeGroup Listener

SSDP Discovery

UPnP Device Host

3. Go through each that appears in your services double clicking to open it, and set Start to Automatic if it isn't already, then Apply and OK. Next right click on the same item and tell it to Start if it's not running or Restart if it is running.

## Coexisting Wired and Wireless Networks

If you're not getting internet through a router, i.e. you're using a switch or a crossover cable, and you have WI-FI available for internet, Windows may ignore your wired network and give preference to the wireless network, this can result in a frustrating situation where you've followed the steps above and it's just not working. Doing the following should resolve this problem forever...

1. In This PC or Computer right click on Network down low on the left and select Properties.
2. Up high on the left click on "Change adapter settings".
3. Right click on Ethernet or Local Area Connection and select Properties.
4. Click on "Internet Protocol Version 4 (TCP/IPv4)" and then click the Properties button.
5. Click the Advanced button.
6. Uncheck the Automatic metric check box.
7. Enter "1" in the Interface metric box.

8. Follow the same steps for the Wireless Connection except enter "2" in the Interface metric box.

See Also	
<a href="#">The Start Screen</a>	30
<a href="#">Databases</a>	38
<a href="#">Organizations</a>	40
<a href="#">Backing Up Your Data</a>	62
<a href="#">Restoring a Backup</a>	63
<a href="#">Creating a Show</a>	65
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<a href="#">Downloading Org Data</a>	74
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## 5.2 Databases



### Databases

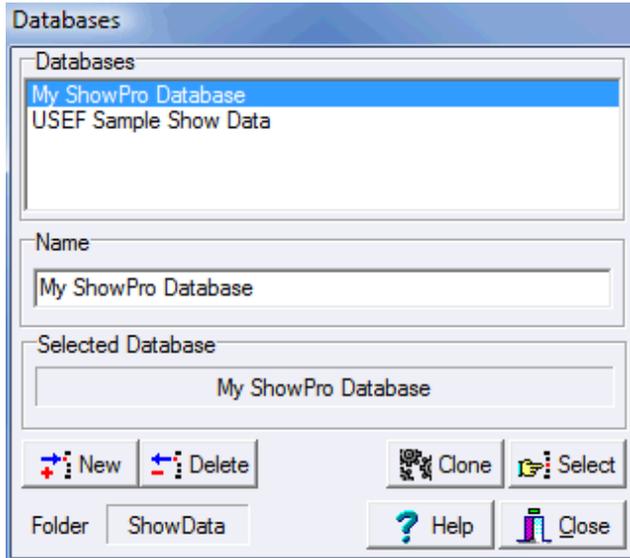
Some professional show secretaries do shows in various parts of the country and as a result have sets of data that are completely unrelated to each other. It is beneficial for these secretaries to be able to keep this data separate and to be able to quickly and easily switch between the data that they have from the various locales.

If you do shows for different managements and need to process 1099s for them separately it's a good idea to keep the clients shows in separate databases.

It is also a good idea, depending on how many shows you do, to start a new database each year. This keeps your data in manageable packages and you can easily access the historical shows when you need to. You can use the **Clone** function which will carry all your valuable data forward to create these databases.

If you do not need multiple database capability initially then the "My ShowPro Data" database that is installed by default will be sufficient. When you do need additional databases the capability will be there for you.

When you select Databases from the Start Screen the following dialog is displayed...



This is how the databases will look when you first install ShowPro.

My ShowPro Database is the database that you will use for your initial shows. You can change the name of this database if you like.

USEF Sample Show Data is a database that contains the complete sample USEF show that is included with ShowPro. It is a Hunter Jumper, Arabian, Saddlebred, and Morgan horse show.

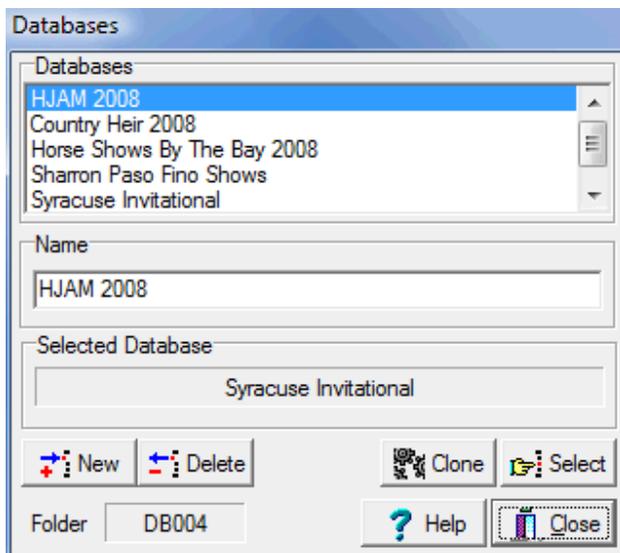
Click **New** to create a new database. You will then edit the name of the database in the **Name** box.

Click **Delete** to remove a database that you now longer need. You will be prompted to confirm this action.

Click **Clone** to make a copy of an existing database. This will copy everything from the existing database into the new database except the shows. Most people like to do this at the start of each year, your old shows are still accessible but you start fresh for the new year with all your data.

Click **Select** to make the currently highlighted database the currently selected database.

You can create as many databases as you like and name them appropriately...



**ShowData** is always the database that is currently selected. When you select a different database the current ShowData database is renamed to DB001, DB002, or perhaps DB003. These are names used to store databases that are not in use. The database you have selected will then be renamed from DB001, DB002, etc. to ShowData.

Since the current database is always ShowData, backups are always of the ShowData database. This makes it possible to backup data from Jane's computer and restore it to Beverly's computer by simply having or creating a database and selecting it. This gives you the technical details behind this - you don't need to understand this!

#### See Also

[The Start Screen](#) <sup>30</sup>

[Networking](#) <sup>30</sup>

<a href="#">Organizations</a>	40
<a href="#">Backing Up Your Data</a>	62
<a href="#">Restoring a Backup</a>	63
<a href="#">Creating a Show</a>	65
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## 5.3 Organizations



### Organizations

ShowPro has some very good support for multiple organizations, many of the larger regional shows are recognized by as many as a half dozen local organizations and ShowPro can handle this easily. When you click on Organizations on the Start Screen the following dialog box is displayed...

Organization Name	Acronym
United States Equestrian Federation	USEF
Equine Canada	EC
American Quarter Horse Association	AQHA
American Saddlebred Horse Association	ASHA

December Person Age Month    Horse Age Month January

Assign horse recording numbers automatically    Global ID: 1  
 Assign membership numbers automatically

Web Site: \_\_\_\_\_    User Name: \_\_\_\_\_    Password: \_\_\_\_\_

**Breeds/Disciplines**

<input checked="" type="checkbox"/> Hunter / Jumper	<input checked="" type="checkbox"/> Hackney	<input type="checkbox"/> Miniature Horse
<input checked="" type="checkbox"/> Dressage	<input checked="" type="checkbox"/> National Show Horse	<input type="checkbox"/> TWH
<input checked="" type="checkbox"/> Eventing	<input checked="" type="checkbox"/> Andalusian/Lusitano	<input type="checkbox"/> Peruvian Paso
<input type="checkbox"/> Reining	<input checked="" type="checkbox"/> Shetland	<input type="checkbox"/> Open Show
<input type="checkbox"/> Reined Cow	<input type="checkbox"/> Quarter Horse	
<input type="checkbox"/> Cutting	<input type="checkbox"/> Paint	
<input checked="" type="checkbox"/> Arabian	<input type="checkbox"/> Appaloosa	
<input checked="" type="checkbox"/> Saddlebred	<input type="checkbox"/> Palomino	
<input checked="" type="checkbox"/> Morgan	<input type="checkbox"/> Buckskin	
<input checked="" type="checkbox"/> Paso Fino	<input type="checkbox"/> Snaffle Bit	
<input checked="" type="checkbox"/> Friesian		

[New] [Delete] [Edit]    [Select Active Breeds/Disciplines]    [Help] [Close]

What we have here is a list of organizations in a table with their names and acronyms. All of the organizations you see above were created automatically by ShowPro because the disciplines and breeds that go along with them are built-in. You can also create any local organization you want. For the Open Show breed/discipline you MUST create an organization, in fact one will be created for you automatically that you will rename to suit your purpose.

To be able to assign numbers to people and horses all you have to do is create an organization and assign it a name and acronym. Having done that you can print results for the organization with their organization number on the reports. You can also have ShowPro assign recording and membership numbers automatically for the organizations that you create by checking the boxes provided.

The **Person Age Month** and **Horse Age month** are used to set the month that is used to determine ages.

The **Web Site**, **User Name**, and **Password** are for organizations that use OrgPro, our organization and points management software product. If you do shows recognized by an organization that uses OrgPro you can download their database through ShowPro.

The **Global ID** is just a number that uniquely identifies organizations.

The **Breeds/Disciplines** check boxes to the right are each available if the corresponding Breed/Discipline is active for user created organizations but for built-in organizations they are pre-determined and managed by ShowPro . They are checked to indicate that the selected organization is associated with the Breed/Discipline. Above notice that the USEF organization is selected and all the USEF Breeds and Disciplines are checked but the Western Breeds are not. If the AQHA were the selected organization then the Quarter Horse Breed/Discipline would be checked but none of the others.



Click the button and this is displayed...

The Select Breeds/Disciplines button is used to set which breeds and disciplines are active, you can activate what you need and keep in the background what you are not interested in.....

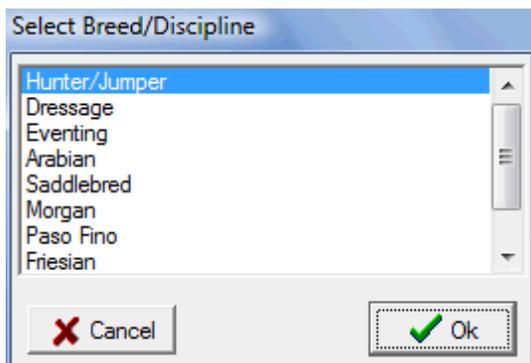


Check the boxes for the Disciplines/Breeds that you need.

Note that once a Discipline/Breed is used in a show it can't be unchecked.

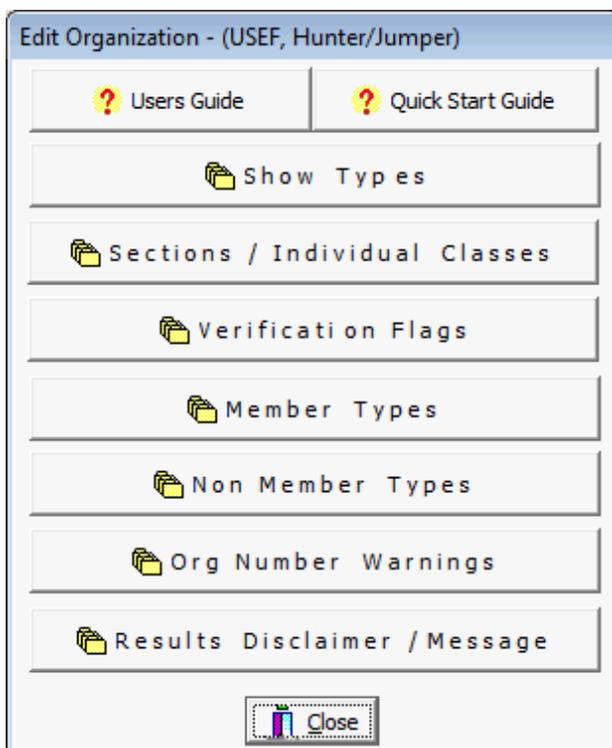
The **Delete** button deletes the selected organization.

The **Edit** button allows you manage certain configuration settings that vary depending on the Breed/Discipline. When you click the Edit button if there is more than one Breed/Discipline associated with the organization you will then make a selection...



The settings you'll be working are related to the organization but in one respect they are related to the Breed/Discipline. If you select the Hunter/Jumper discipline you'll be working with Show Types, Sections, and Individual Classes. If you select anything else you'll be working with Class Templates.

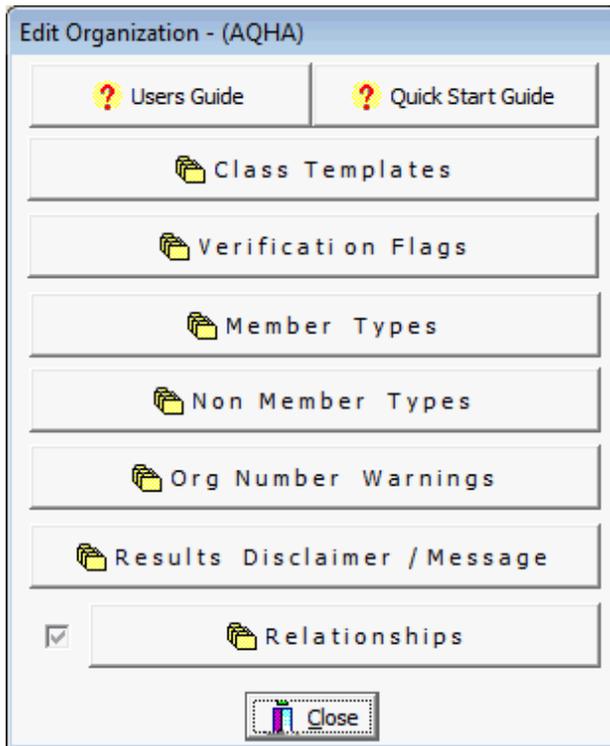
If you select Hunter/Jumper you'll see this...



This gives you the ability to edit **Show Types** and Hunter/Jumper **Sections and Individual Classes**.

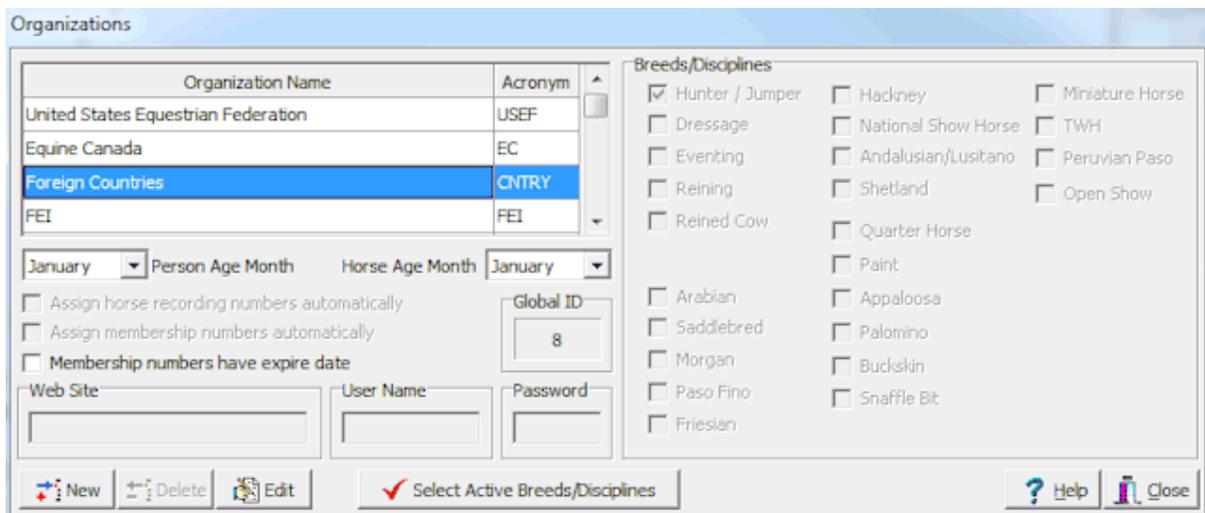
Sections and Individual classes are the raw material that you will use to build your Hunter Jumper shows with. A Section is synonymous with a Division in many circles.

If you select anything but Hunter Jumper you'll see this...



This gives you the ability to edit **Class templates**.

Class Templates are the raw material that you will use to build any kind of show excluding Hunter Jumper. In addition to specifying the class name and optional code you can also set parameters that restrict entry by age, horse sex, etc.



If you have FEI riders create an FEI organization as shown above, this will give you a place to record FEI numbers. The Global ID of your FEI organization should be 9, ShowPro should set this automatically, if your FEI organization does not have a Global ID of 9 click on the Global ID you do have and it will change to 9.

If you have foreign riders you can create an organization "Foreign Countries" with an acronym of "CNTRY" (the acronym must be "CNTRY"), the Global ID of this "organization" will be 8. This will give

you a CNTRY place to put numbers where they must be prefixed with the 3 letter country code and a colon, i.e. GBR:5381947.

In the Horse More ... area there is a place for an FEI number also, this is interconnected to the FEI number that you would add as an organization number, adding the number in either place will make it appear in either place, removing it in either place will remove it in both places. There is also a place for a Passport number in Horse More, this number also goes in the USEF Results and is another way to indicate a foreign horse.

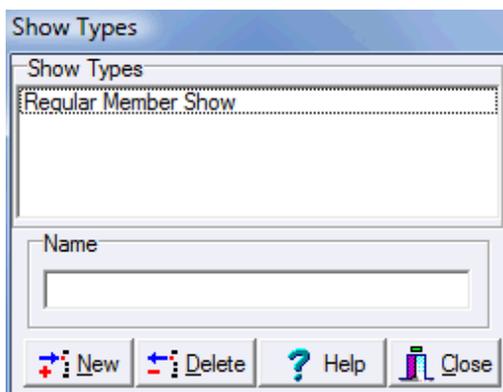
Using these methods allows you to leave the USEF number blank when there is no legitimate USEF number without incurring non member fees from USEF.

In This Section	See Also
<a href="#">Show Types</a> <sup>44</sup>	<a href="#">The Start Screen</a> <sup>30</sup>
<a href="#">Sections / Individual Classes</a> <sup>45</sup>	<a href="#">Networking</a> <sup>30</sup>
<a href="#">Class Templates</a> <sup>52</sup>	<a href="#">Databases</a> <sup>38</sup>
<a href="#">Class Specs</a> <sup>54</sup>	<a href="#">Backing Up Your Data</a> <sup>62</sup>
<a href="#">Verification Flags</a> <sup>56</sup>	<a href="#">Restoring a Backup</a> <sup>63</sup>
<a href="#">Member Types</a> <sup>58</sup>	<a href="#">Creating a Show</a> <sup>65</sup>
<a href="#">Non-Member Types</a> <sup>59</sup>	<a href="#">Opening a Show</a> <sup>68</sup>
<a href="#">Organization Number Warnings</a> <sup>60</sup>	<a href="#">Cloning a Show</a> <sup>70</sup>
<a href="#">Relationships</a> <sup>60</sup>	<a href="#">Deleting Shows</a> <sup>73</sup>
	<a href="#">Downloading Org Data</a> <sup>74</sup>
	<a href="#">Importing Org Data</a> <sup>77</sup>
	<a href="#">Registering ShowPro</a> <sup>79</sup>

### 5.3.1 Show Types



#### Show Types



Show Types are a grouping mechanism for sections and classes.

Usually you'll only have one show type and there will be no advantage to having more than one. In fact, Show Types primarily support a feature in OrgPro, our organization and points management software, that enables organizations to recognize more than one type of show.

Although you must have a minimum of one show type if you only have one show type the selection box will not appear on the Show Screen - since there is only one show type it is implicitly selected and there is no reason for the

selection box to appear. If you have more than one show type a selection box will appear on the Show Screen, and you'll have a potential extra selection to make to find what you're looking for.

If you only will have one show type we recommend you name it "Regular Member Show" or "Schooling Show", what you name it is of little importance because it won't show up anywhere.

To create a Show Type simply click New, this will create a Show Type "New Show Type". Then edit the name to suit using the edit box at the bottom.

The Show Types dialog box is a list editor which is a recurring theme in ShowPro, please see the topic [Working With List Editors](#) <sup>[24]</sup>.

You may be tempted to create show types "AA Rated Shows", "A Rated Shows", etc. because you see these as "show types" that you do. This is NOT recommended. You will likely have duplicate sections under both show types and this will cause problems with circuit points if you use them. Each section should only exist once in your organization configuration.

If you do have more than one show type there will be nothing to prevent you from using more than one show type in a single show. For example you could have a C & Pony Show that would use a "C Circuit" show type and a "Pony Show" show type. You will need to decide if there is an advantage in having more than one show type or if having more than one will be a disadvantage.

If you have questions about your initial setup of ShowPro please do not hesitate to call us at (734) 667-3390.

#### See Also

[Organizations](#) <sup>[40]</sup>

[Sections / Individual Classes](#) <sup>[45]</sup>

[Class Templates](#) <sup>[52]</sup>

[Class Specs](#) <sup>[54]</sup>

[Verification Flags](#) <sup>[56]</sup>

[Member Types](#) <sup>[58]</sup>

[Non-Member Types](#) <sup>[59]</sup>

[Organization Number Warnings](#) <sup>[60]</sup>

[Relationships](#) <sup>[60]</sup>

## 5.3.2 Sections / Individual Classes



### Sections / Individual Classes

Sections are a Hunter/Jumper concept. If you are not using the Hunter Jumper Discipline you won't have sections and you should look at [Class Templates](#) <sup>[52]</sup>.

Sections are set up one time in ShowPro and are reused each time you create a horse show. Many people use the word "Division" for what the USEF and ShowPro refer to as a section. A section (or division if you prefer) is a set of classes for which a championship will be awarded at your horse show. A Hunter section for example usually has 3 or maybe 4 over fences classes and one under saddle class.

When we say individual classes we are not talking about any given class in your horse show but rather are talking about individual class types that you will create once and reuse in your horse shows. These are stand alone classes that are not part of a section and thus have no championship. Warm-ups and Medal classes are good examples of individual classes.

One of the beautiful things about ShowPro is that you only need to set your sections and classes up one time and you will reuse them for every show you. You can add sections and classes as you go along as needed.

**Note:** If you're doing USEF rated shows you will have the opportunity to load USEF Zone Configurations that we have pre-configured for you. You won't have to create them manually. You can

however create them for local Organizations. Also check if your local organization is using OrgPro, our organization and points management product, you may be able to import not only all the organizations sections but also their members and horses.

When you click the Sections / Individual Classes button on the Edit Organizations screen the Sections / Individual Classes Dialog will appear:

**Note:** Whether you're evaluating ShowPro or are already a registered user please do not hesitate to contact our technical support department at (734) 667-3390 for help setting up the software. We are available seven days a week during the day and evening. We can advise you in the technical *and* strategic aspects of setting up your organization.

Hunter Division Sections

Sections  
 Classes

Show Types: Regular Member Show

Divisions: Hunter

Hunter Section Name:      Code:

Notice a few things...

1. Currently sections are selected but you can select classes.
2. A show type that you created is selected.
3. The Hunter Division is selected.
4. There is a **New** button.

Hunter Division Sections

Sections  
 Classes

Show Types: Regular Member Show

Divisions: Hunter

Hunter Section Name: New Hunter Section      Code:

When you click the **New** button a "New Hunter Section" is added.

Edit the name of the section and if you are configuring the USEF organization enter the appropriate USEF section code. If you are not configuring the USEF organization or this is an unrated section you can leave the section code blank.

Hunter Division Sections

Sections  
 Classes

Show Types: Regular Member Show

Divisions: Hunter

Hunter Section Name: First Year Green Working Hunter      Code: 2101

Here the name has been edited and a section code is being entered. USEF section codes are required for submission of USEF electronic results as of December 1, 2004.

**Note:** A list of USEF section codes is at the end of this topic.

You will repeat this process for every section in your horse show. Don't add anything here that won't have a championship at your show, that means no warm-ups, no classics, no medals, etc.

Once you complete your Hunter sections switch the Divisions drop down to Jumper and configure your Jumper sections. Then switch the Divisions drop down to Equitation and configure your Equitation sections. Then if you have any Hunter Breeding sections select Breeding and setup those sections.

If you have multiple show types repeat the above process for each of them.

Once you complete your **Sections** select **Classes** and configure your classes. Remember, these are class types that you will use in all your horse shows not specific classes in any show, don't start entering your prize list here! Once you create a show then you will create your class list using the sections you created above and the class types that you create here. You will do this on the Show Screen.

Here an Equitation individual class type has been added that is a recognized USEF Medal class and the section code is being entered.

Note that Classes is selected, not Sections.

**Note:** You will notice in the table below that the USEF provides section codes for "(COMBINED)" sections. We do not recommend you create a Green Working Hunter (Combined) section for example. The reason is that when you combine sections in ShowPro the original sections code will be output in the results on an individual place basis, this saves a considerable amount of work in processing the results.

If you are only offering the combined section in your prize list it is good to create classes with numbers outside of the range of used class numbers for the other section and then combine the section.

For example, you're offering Green Working Hunter with class numbers 1, 2, 3, 4, 5. Make classes 1-5 First Year Green and then add classes 601,602,603,604,605 as Second Year Working Hunter. Then combine the 1st and 2nd Year Green sections, which is only a mouse click or two. End result, classes 1-5 are a combined Green Working Hunter Section, and results will be reported correctly on an individual place basis. This will make USEF or your local organization extremely happy with you!

#### USEF Section Codes

SECTION	SECTION NAME
2001	HIGH PERFORMANCE WORKING HUNTER
2002	PERFORMANCE WORKING - 3'6" - 3'9"
2003	PERFORMANCE WORKING - 3'3"

2100	GREEN WORKING HUNTER
2101	GREEN WORKING HUNTER - FIRST YEAR
2102	GREEN WORKING HUNTER – SECOND YEAR
2200	AMATEUR OWNER HUNTER (COMBINED) 3'6
2201	AMATEUR OWNER HUNTER – 18-35 YEARS (3'6)
2202	AMATEUR OWNER HUNTER – 35+ YEARS (3'6)
2203	AMATEUR OWNER HUNTER – 3'3
2300	CONFORMATION HUNTER (COMBINED)
2301	REGULAR CONFORMATION HUNTER
2302	GREEN CONFORMATION HUNTER
2400	JUNIOR WORKING HUNTER (COMBINED)
2401	JUNIOR HUNTER SMALL, 15 & UNDER
2402	JUNIOR HUNTER LARGE 15 & UNDER
2403	JUNIOR HUNTER SMALL 16-17
2404	JUNIOR HUNTER LARGE 16-17
2410	JUNIOR HUNTER SMALL (AGES COMBINED)
2411	JUNIOR HUNTER LARGE (AGES COMBINED)
2420	JUNIOR WORKING HUNTER 3'3" (COMBINED)
2421	JUNIOR HUNTER SMALL 3'3", 15 & UNDER
2422	JUNIOR HUNTER LARGE 3'3" 15 & UNDER
2423	JUNIOR HUNTER SMALL 16-17 3'3"
2424	JUNIOR HUNTER LARGE 16-17 3'3"
2425	JUNIOR HUNTER SMALL (AGES COMBINED) (Psuedo code, ShowPro will export as 2420)
2426	JUNIOR HUNTER LARGE (AGES COMBINED) (Psuedo code, ShowPro will export as 2420)

9300	JUNIOR/AMATEUR OWNER HUNTER COMBINED
2500	PONY HUNTER (COMBINED)
2501	PONY HUNTER – SMALL
2502	PONY HUNTER – MEDIUM
2503	PONY HUNTER – LARGE
2600	GREEN PONY HUNTER (COMBINED)
2601	GREEN PONY HUNTER – SMALL / MEDIUM COMBINED
2602	GREEN PONY HUNTER – LARGE
2603	GREEN PONY HUNTER – MEDIUM
2604	GREEN PONY HUNTER – SMALL
2700	CHILDRENS HUNTER (COMBINED)
2701	CHILDRENS HUNTER PONY
2702	CHILDRENS HUNTER HORSE
2800	ADULT AMATEUR HUNTER (COMBINED)
2801	ADULT AMATEUR HUNTER 18-35 YEARS
2802	ADULT AMATEUR HUNTER 35+ YEARS
2803	ADULT AMATEUR HUNTER 36-49
2804	ADULT AMATEUR HUNTER 50+ YEARS
9301	CHILDREN/ADULT AMATEUR HUNTER COMBINED
2900	LADIES SIDE SADDLE
3000	HUNTER CLASSIC (ALL 3'6" AND UP DIVISIONS, USE 2700 FOR CHILDREN/ADULT CLASSIC)
3010	PONY HUNTER CLASSIC
3011	GREEN PONY HUNTER CLASSIC
3020	AMATEUR OWNER HUNTER CLASSIC, \$1000 OR MORE

3030	USHJA INTERNATIONAL HUNTER DERBY – USE THIS CODE FOR ALL THREE ROUNDS
3040	USHJA NATIONAL HUNTER CLASSIC
3050	OPEN HUNTER CLASSIC
3100	MISCELLANEOUS HUNTER (ALL OTHER HUNTER SECTIONS, INCL. ADD-BACK EXCLUDING EXEMPTED CLASSES)
9700	PRE-GREEN HUNTER (COMBINED) (ZONES 1, 3, 4, 6, 7, 8, 9, 10 ONLY)
9701	PRE-GREEN HUNTER 3-FOOT (ZONES 1, 3, 4, 6, 7, 8, 9, 10 ONLY)
9702	PRE-GREEN HUNTER 3-FOOT, 3" (ZONES 1, 3, 4, 6, 7, 8, 9,10 ONLY)
	OPPORTUNITY
5702	Opportunity Classes – Open
5703	Opportunity Classes - Amateur
	EXEMPT CODES per GR901.9
9950	Classes exempted from Drug & Med and Non-member fees: Leadline, exhibition, games and races, 4-H, Academy classes
9951	WALK-TROT EXEMPTED CLASSES
9992	ENGLISH PLEASURE HUNTER SEAT
<p><b>Note:</b> USEF does not currently have codes for Large or Small Junior Hunter 3'3" Combined, the 2425 and 2426 codes are used internally to facilitate section combining. These sections will be exported as 2420 which is as of this writing the proper code for these sections.</p>	
	HUNTER EQUITATION
3102	Children/Junior 14 & U
3103	Children/Junior 15-17
3104	Combined Children/Junior
3105	Adult Equitation 18-35
3106	Adult Equitation 36-50

3107	Adult Equitation 51 +
3108	Adult Combined Equitation
6100	USEF HUNTER SEAT MEDAL
6200	USEF PONY MEDAL
6110	USEF TALENT SEARCH
6300	USEF ADULT HUNTER MEDAL
	HUNTER BREEDING
1900	HUNTER BREEDING (BEST YOUNG HORSE)
1901	HUNTER BREEDING YEARLING
1902	HUNTER BREEDING 2-YEAR-OLD
1903	HUNTER BREEDING 3-YEAR-OLD
1904	PONY HUNTER BREEDING YEARLING (ZONES 2, 3, 4, 10 ONLY)
1905	PONY HUNTER BREEDING 2-YEAR-OLD (ZONES 2, 3, 4, 10 ONLY)
1906	PONY HUNTER BREEDING 3-YEAR-OLD (ZONES 2, 3, 4, 10 ONLY)
1938	PONY HUNTER BREEDING (BEST YOUNG PONY) (ZONES 2, 3, 4, 10 ONLY)
	JUMPER
3300	JUNIOR – AMATEUR OWNER JUMPER (COMBINED)
3301	JUNIOR JUMPER
3302	AMATEUR OWNER JUMPER
3303	LOW JUNIOR JUMPER I.15m – 1.30m; (3'9"-4'3")
3304	HIGH JUNIOR JUMPER 1.35m-1.40m; (4'7"-4'9") (see JP117)
3305	LOW AMATEUR OWNER JUMPER I.15m – 1.30m; (3'9"-4'3")
3306	HIGH AMATEUR OWNER JUMPER 1.35m-1.40m; (4'7"-4'9") (see JP117)
3307	LOW AMATEUR OWNER JUMPER CLASSIC 1.35M
3308	LOW JUNIOR JUMPER CLASSIC 1.35M

3400	Y/R JUMPER
3500	CHILDRENS ADULT AMATEUR JUMPER (COMBINED)
3501	CHILDRENS JUMPER
3502	ADULT AMATEUR JUMPER
3600	SPECIAL JUMPER YEAR END AWARDS
3700	GRAND PRIX (\$25,000+)
3800	MISCELLANEOUS JUMPER (ALL OTHER JUMPER CLASSES, INCL. ADD-BACKS)
6110	PLATINUM PERFORMANCE/USEF SHOW JUMPING TALENT SEARCH
9400	YOUNG JUMPERS
9401	YOUNG JUMPER – 5-YEAR-OLD
9402	YOUNG JUMPER – 6-YEAR-OLD
9403	YOUNG JUMPER – 7/8-YEAR-OLD
9500	PONY JUMPER

#### See Also

[Organizations](#) <sup>40</sup>

[Show Types](#) <sup>44</sup>

[Class Templates](#) <sup>52</sup>

[Class Specs](#) <sup>54</sup>

[Verification Flags](#) <sup>56</sup>

[Member Types](#) <sup>58</sup>

[Non-Member Types](#) <sup>59</sup>

[Organization Number Warnings](#) <sup>60</sup>

[Relationships](#) <sup>60</sup>

### 5.3.3 Class Templates



#### Class Templates

Class Templates are class definitions and parameters that are associated with a particular breed/discipline other than Hunter/Jumper, if you are configuring the Hunter/Jumper discipline see [Sections/Individual Classes](#) <sup>45</sup>. When you click the Class Templates button the following dialog box is displayed...

Class Templates

Search: all

Class Name	Code	Cat	Discipline	Division	Judged On	Horse Sex	Rider Age	Horse Age	Time	Rail
4-Year-Old Ranch Horse Heritage - Amateur	278100		Ranch	Amateur	Horse		>=19		0.00	
4-Year-Old Ranch Horse Heritage - Open	178100		Ranch	Open	Horse				0.00	
49 & Under Hunter Hack Amateur	251700	IV	Hunter	Amateur	Horse		>=50		0.00	
49 & Under Working Hunter Amateur	250700	IV	Hunter	Amateur	Horse		>=50		0.00	
5-And-Up Ranch Horse Heritage - Amateur	278300		Ranch	Amateur	Horse		>=19		0.00	
5-And-Up Ranch Horse Heritage - Open	178300		Ranch	Open	Horse				0.00	
6 & Under LEAD LINE - Free Class			Non Specific	Youth	Horse				0.00	
6 & Under Lead Line -- Free Class Saturday Only			Non Specific	Youth	Horse				0.00	
6 & Under Lead Line-Saturday Only			Non Specific	Youth	Horse				0.00	
7 & Under LEAD LINE Free Class			Non Specific	Youth	Horse				0.00	
Advanced Showmanship At Halter -	512100		Non Specific	Youth	Horse				0.00	
Aged Geldings - Youth	407700	I	Non Specific	Youth	Horse	Gelding	<=19	>=4	0.00	
Aged Geldings - Amateur	207700	I	Non Specific	Amateur	Horse	Gelding	>=19	>=4	0.00	
Aged Geldings - Open	107700	I	Non Specific	Open	Horse	Gelding	>=4		0.00	
Aged Geldings Amateur - Level 1	207702	I	Non Specific	Novice Amateur	Horse	Gelding	>=19	>=4	0.00	

New Delete Class Specs Not Assigned Help Close

Each Breed/Discipline has its own set of class templates, those above happen to be for the Quarter Horse breed. It's difficult to see above but the word **all** has been typed into the **Search** box. This causes ALL the class templates to be listed. ShowPro uses a tokenized search to control what templates are listed, this enables you to home in on what you want to see. You type fragments of what you are looking for and you get only those templates that contain those fragments. For example below **jun ran** has been typed into the Search box and the only templates listed are **Junior Ranch...**

Class Templates

Search: jun ran

Class Name	Code	Cat	Discipline	Division	Judged On	Horse Sex	Rider Age	Horse Age	Time	Rail
Junior Ranch Riding Open - Level 1	143104	II	Ranch	Open	Horse				0.00	
Junior Ranch Riding Open - Level 2	143105	II	Ranch	Open	Horse				0.00	
Junior Ranch Riding Open - Level 3	143106	II	Ranch	Open	Horse				0.00	

New Delete Class Specs Not Assigned Help Close

This same tokenized search principle is used throughout ShowPro when working with class templates.

ShowPro has **built-in** class templates for a wide variety of breeds/disciplines if you're using a supported breed/discipline you won't need to create your own class templates, although you can add whatever you need to accommodate unrecognized classes, grand and reserve classes, etc.

With **Open Show** you will start out with a blank slate and create exactly the class templates you need to accommodate your shows as a one time setup.

When creating class templates the only really critical field is the name of the class. There are optional parameters that can be specified however that can be quite useful or even necessary in certain situations.

The **Discipline** defaults to Non Specific but if you set it to Trail, Reining, Dressage for example it will cause a place to put a score in when processing results, you can then sort by those scores and place the class by score with a few mouse clicks. Setting the Discipline to Speed will give you a place to enter a time and you can similarly sort by time and place with a few mouse clicks.

The **legal ages** for horse and/or rider can be specified with notation like this, <=5, >=6, > 17, 12-14, 2, 3, etc. If a horse or rider enters a class that is not within the age range a warning will be displayed.

There is a **Time** and a **Rail** parameter that can be used to get ride times. If Rail is checked the time that is entered will be used as the duration of the class as a whole. If Rail is not checked the time entered will be interpreted as the trip time of an individual entry, the duration of the class will be calculated using the trip time and the number of entrants in the class. On the [Show Schedule](#)<sup>[122]</sup> you can set these parameters for the classes in your show that you're actually using, if no time/rail has been previously set in the associated class template the values you enter on the [Show Schedule](#)<sup>[122]</sup> will be filled in as the default. If there are already default parameters entered in the class template the values you enter on the schedule will be used for that particular class but will not override the default values in the template. If these parameters are set in the class template the class is considered by ShowPro to be "**Ride Timeable**" and ride times can optionally appear on your class sheets.

#### See Also

[Organizations](#)<sup>[40]</sup>

[Show Types](#)<sup>[44]</sup>

[Sections / Individual Classes](#)<sup>[45]</sup>

[Class Specs](#)<sup>[54]</sup>

[Verification Flags](#)<sup>[56]</sup>

[Member Types](#)<sup>[58]</sup>

[Non-Member Types](#)<sup>[59]</sup>

[Organization Number Warnings](#)<sup>[60]</sup>

[Relationships](#)<sup>[60]</sup>

### 5.3.4 Class Specs



#### Class Specs

ShowPro has support for **Class Specs** and the ability print them on your judges cards. They are accessed from the [Class Templates](#)<sup>[52]</sup> dialog box, when the Class Specs button is pressed the following is displayed....

**Saddlebred/USEF Class Specs**

Search Class Specs:

Search Class Templates:

**Class Specs**

- THREE-GAITED – OPEN
- 3-GAITED ENGLISH COUNTRY PLEASURE
- SHOW PLEASURE DRIVING
- HUNTER COUNTRY PLEASURE
- COUNTRY PLEASURE DRIVING
- WESTERN COUNTRY PLEASURE
- 3-GAITED ENGLISH SHOW PLEASURE
- 5-GAITED SHOW PLEASURE
- 3-Gaited Park Open
- FIVE-GAITED – OPEN
- COTB English Pleasure
- COTB Western Pleasure
- COTB Pleasure Driving
- COTB Roadster to Bike
- COTB Roadster under Saddle
- COTB Hunter Pleasure
- S&B Hunter Classic
- COTB Hunter Pleasure W/T
- Fine Harness Open

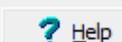
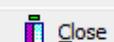
Class Spec Name:

**Class Templates**

- Fillies 3 Yrs Old
- Mares In-Hand
- Mares In-Hand Championship
- Weanling Geldings
- Geldings 3 Yrs Old
- Geldings In-Hand
- Geldings In-Hand Championship
- Weanling Colts
- Colts 3 Yrs Old
- Stallions In-Hand
- Colts/Stallions In-Hand Championship
- Three-Gaited Open
- Three-Gaited Jr Horse
- Three-Gaited Championship
- Yearling In-Hand
- Futurity
- Saddlebred In Hand 4 Yrs & Under
- Saddlebred In Hand 5 Yrs & Over
- In Hand Champ

Class Spec Text

Shown: Animated walk, park trot, and canter both ways of the ring. Judged: Performance, presence, quality, manners, and conformation. (Championship: 75% Performance, presence, quality, and manners; 25% on total conformation.)

Tokenized searches are used to pull up both the class specs on the left and the class templates on the right. When you click on a particular class spec any assigned class templates will appear on the right checked. For example, above Three Gated Open has been clicked and all the class templates associated with that spec are showing on the right checked. You could type a tokenized search into the Search Class Templates box and any additional matching class templates would be added unchecked.

To create a new class spec you click New, and edit the name. The you type in the specs and associate the class(es) by doing a tokenized search and checking the appropriate boxes.

#### See Also

<a href="#">Organizations</a>	40
<a href="#">Show Types</a>	44
<a href="#">Sections / Individual Classes</a>	45
<a href="#">Class Templates</a>	52
<a href="#">Verification Flags</a>	56
<a href="#">Member Types</a>	58
<a href="#">Non-Member Types</a>	59
<a href="#">Organization Number Warnings</a>	60
<a href="#">Relationships</a>	60

### 5.3.5 Verification Flags



#### Verification Flags

The show office is required to keep track of what seems at times like a never ending stream of little details about their competitors. To help with this problem ShowPro provides Verification Flags. These allow you to configure what you need to keep track of. The obvious known requirements are configured for you but you also have the ability to configure any verification flag you want.

These verification flags are displayed in check list boxes on the Entry Screen where you can see what has been verified and what may need to be verified. Some specialized verification flags are also tied to reports to make it easier to identify where your attention is required. There is also an Ineligible verification flag that can be used to mark entrants as ineligible for high point in the Professional Edition.

What we see to the left is basically a [list editor](#)<sup>[24]</sup> that allows you to create a list of verification flags and possibly assign a significance to a flag and also to specify which breeds and disciplines the flag applies to. Card Verified applies to all the breeds and disciplines. If you clicked on USHJA Verified only the Hunter/Jumper box would be checked.

Notice that the significance of card Verified is Membership Verified. Available significances for people flags are Non Specific, Membership Verified, Requires Amateur Certification, and Ineligible. Others may be added in the future.

Here we see the similar thing for horses.

Available significances for horse flags are Non Specific, Recording Verified, Requires Measurement Card, Requires USHJA, and Ineligible. Others may be added in the future.

To the left is the pay off for setting up verification flags. On the Entries Screen you have your own customized lists of check boxes for people and horses that are organization/breed/discipline specific.

Those flags with other than Non Specific significance have reports attached to them that will allow you to produce lists of competitors requiring attention.

### See Also

- [Organizations](#) [40]
- [Show Types](#) [44]
- [Sections / Individual Classes](#) [45]
- [Class Templates](#) [52]
- [Class Specs](#) [54]
- [Member Types](#) [58]
- [Non-Member Types](#) [59]
- [Organization Number Warnings](#) [60]
- [Relationships](#) [60]

### 5.3.6 Member Types



#### Member Types

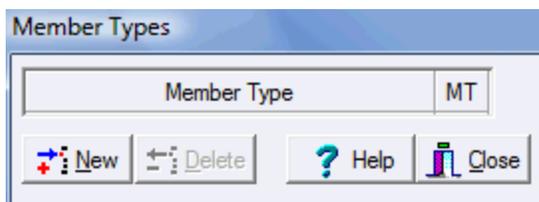
Each person in your ShowPro database is potentially a member of one or more of the organizations that you setup in ShowPro. There is also the potential that they are NOT a member of one or more of your organizations. To track this ShowPro provides Member Types and Non Member Types.

Typical member types look like this...

- Junior 14 & Under, JU                      They are basically defined by whatever the requirements are of the organization you are creating.
- Junior 15-17, JO
- Amateur 18-35, AU
- Amateur Over 35, AO
- Professional, P

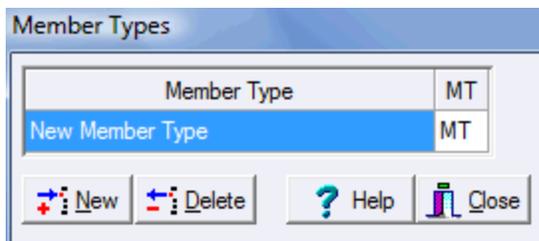
**Note:** As of December 1, 2004 the USEF requires each result (place) that is submitted electronically to be tagged with either "Amateur Adult", or "JR/YR". The way that ShowPro satisfies this requirement is that if a person's Member Type contains the word "Amateur", then "Amateur Adult" will be output in the results. If a person's Member Type contains the word "Junior", then "JR/YR" will be output in the results. Otherwise the field will be blank in the output. Also, if the person's member type contains "Non", the field will be blank in the output. The case of the letters does not matter, "Amateur" is the same as "AMATEUR".

Below we show how member types are added to the organization configuration. This is a fairly typical [list editor](#) operation.

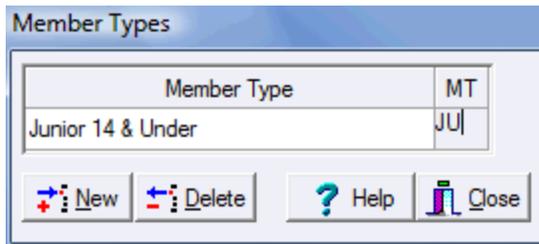


When you click **Member Types** on the **Edit Organization** dialog box the dialog box to the left is displayed.

To add a new member type click New.



Then it's just a matter of editing the name of the member type and setting the abbreviation. The abbreviation is used on certain reports where space is limited and is important for that reason.



A member type has been added and the abbreviation is just being added. Click New for each new member type that you need and then edit the text.

When you are done click Close.

See Also	
<a href="#">Organizations</a>	[40]
<a href="#">Show Types</a>	[44]
<a href="#">Sections / Individual Classes</a>	[45]
<a href="#">Class Templates</a>	[52]
<a href="#">Class Specs</a>	[54]
<a href="#">Verification Flags</a>	[56]
<a href="#">Non-Member Types</a>	[59]
<a href="#">Organization Number Warnings</a>	[60]
<a href="#">Relationships</a>	[60]

### 5.3.7 Non-Member Types



#### Non-Member Types

Non-Member Types are associated with people who are not members of the currently active organization. Non-Member Types are helpful in allowing you to specify why someone is not a member. They are one of several tools at your disposal in ShowPro to help you deal with non-members.

Typical non member types look like this...

- Walk-Trot, WT
- Affidavit, AF
- Junior Non-Member, JN
- Senior Non-Member, SN

Non-Member Types are added in exactly the same way as [Member Types](#) [58], please see that topic for further information.

See Also	
<a href="#">Organizations</a>	[40]
<a href="#">Show Types</a>	[44]
<a href="#">Sections / Individual Classes</a>	[45]
<a href="#">Class Templates</a>	[52]
<a href="#">Class Specs</a>	[54]
<a href="#">Verification Flags</a>	[56]
<a href="#">Member Types</a>	[58]
<a href="#">Organization Number Warnings</a>	[60]
<a href="#">Relationships</a>	[60]

### 5.3.8 Organization Number Warnings



#### Organization Number Warnings

The screenshot shows a dialog box titled "Organization Number Warnings". It is divided into two sections: "People" and "Horses".

- People section:**
  - Warn if membership number is missing when class is entered
  - Only if acronym is in class name
- Horses section:**
  - Warn if recording/registration number is missing when class is entered
  - Only if acronym is in class name

A "Close" button is located at the bottom right of the dialog box.

On a per organization basis you can specify whether ShowPro should warn you about organization number issues such as missing/expired numbers. Some times you don't care about this and some times it's absolutely critical depending on the organization. By checking both boxes you can make it warn only if the acronym is in the class name. Warnings are displayed as classes are entered where appropriate.

#### See Also

<a href="#">Organizations</a>	40
<a href="#">Show Types</a>	44
<a href="#">Sections / Individual Classes</a>	45
<a href="#">Class Templates</a>	52
<a href="#">Class Specs</a>	54
<a href="#">Verification Flags</a>	56
<a href="#">Member Types</a>	58
<a href="#">Non-Member Types</a>	59
<a href="#">Relationships</a>	60

### 5.3.9 Relationships



#### Relationships

Relationships are built in for those organizations that require them, the Relationships function allows you to edit them if you find you have the need to.

Description	Code
Self	
Parent	
Step-parent	
Child	
Step-child	
Sibling	
Half-sibling	
Step-sibling	
Grandparent	
Step Grandparent	
Sibling's Child	
Sibling's Step-child	
Half-sibling's Child	
Half-sibling's Step-child	
Step-sibling's Child	
Step-sibling's Step-child	
Parent's Sibling	
Parent's Half-sibling	
Parent's Step-sibling	
Parent's Sibling's Child	
Parent's Sibling's Stepchild	
Parent's Half Sibling's Child	
Parent's Half Sibling's Stepchild	
Parent's Step Sibling Child	
Parent's Step Sibling's Stepchild	
Sibling's Spouse	
Half-sibling's Spouse	
Step-sibling's Spouse	
Legal Guardian	
Spouse	

 New
  Delete
 
 Close

### See Also

[Organizations](#) <sup>[40]</sup>

[Show Types](#) <sup>[44]</sup>

[Sections / Individual Classes](#) <sup>[45]</sup>

[Class Templates](#) <sup>[52]</sup>

[Class Specs](#) <sup>[54]</sup>

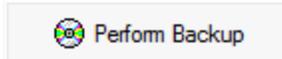
<a href="#">Verification Flags</a>	56
<a href="#">Member Types</a>	58
<a href="#">Non-Member Types</a>	59
<a href="#">Organization Number Warnings</a>	60

## 5.4 Backing Up Your Data



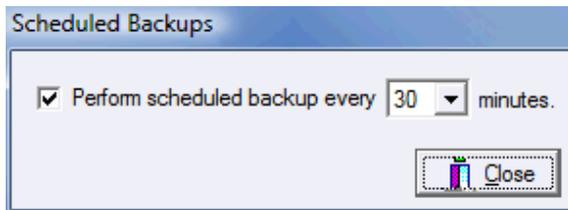
### Backing Up Your Data

Backing up your data on a regular basis is a critically important thing to do. A horse show is a mission critical operation and it is absolutely imperative that the horse shows data be backed up every hour or so.



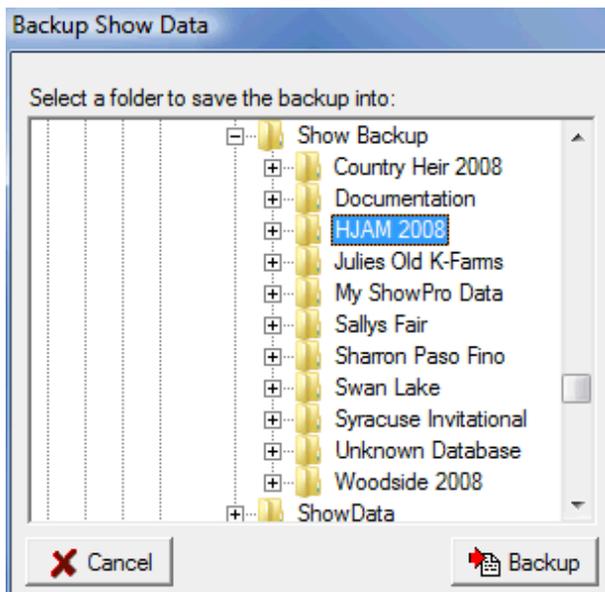
ShowPro provides a number of opportunities for you to keep your data backed up, one of them is the **Perform Backup** button on the Start Screen.

Once you open a horse show you have some other options available. On the **Data** menu there is a **Perform Backup** item, this is equivalent to clicking the button above. If you have the Professional Edition there is also a **Scheduled Backups** item...



You can set the interval at 15, 30, 45, or 60 minutes. When the timer triggers you are asked if you want to make a backup, you have the option to say no. If you're in the middle of checking out a trainer with 35 horses you might not want to be interrupted but at least you got a reminder and you'll hopefully do the backup manually once you're not busy.

Scheduled backups are only available on the host (or single local) computer. In fact backups can not be done on a client computer with one exception, on the Data menu there is an option to **Request a Remote Backup**. The host will make the backup for the client and it will then be copied to the client. The client will have the option to restore the backup to it's currently selected local database or to store the backup to a backups folder.



When you initiate a backup, from whatever method, the **Backup Show Data** dialog is displayed.

There is a Show Backup folder in the ShowPro folder, this is where backups go by default. They don't go into the Show Backup folder directly however, they go into a sub folder that matches the name of the currently selected database within the Show Backup folder, this helps you keep them sorted out if you have several databases.

If you backup to a memory stick, and you really should, it is a good idea to duplicate this file structure on your stick, that will help you keep your backups sorted out there also.

ShowPro will remember the location of your last backup and will select that location by default, this enables you to direct your backups to your stick.

#### See Also

[The Start Screen](#) <sup>30</sup>

[Networking](#) <sup>30</sup>

[Databases](#) <sup>38</sup>

[Organizations](#) <sup>40</sup>

[Restoring a Backup](#) <sup>63</sup>

[Creating a Show](#) <sup>65</sup>

[Opening a Show](#) <sup>68</sup>

[Cloning a Show](#) <sup>70</sup>

[Deleting Shows](#) <sup>73</sup>

[Downloading Org Data](#) <sup>74</sup>

[Importing Org Data](#) <sup>77</sup>

[Registering ShowPro](#) <sup>79</sup>

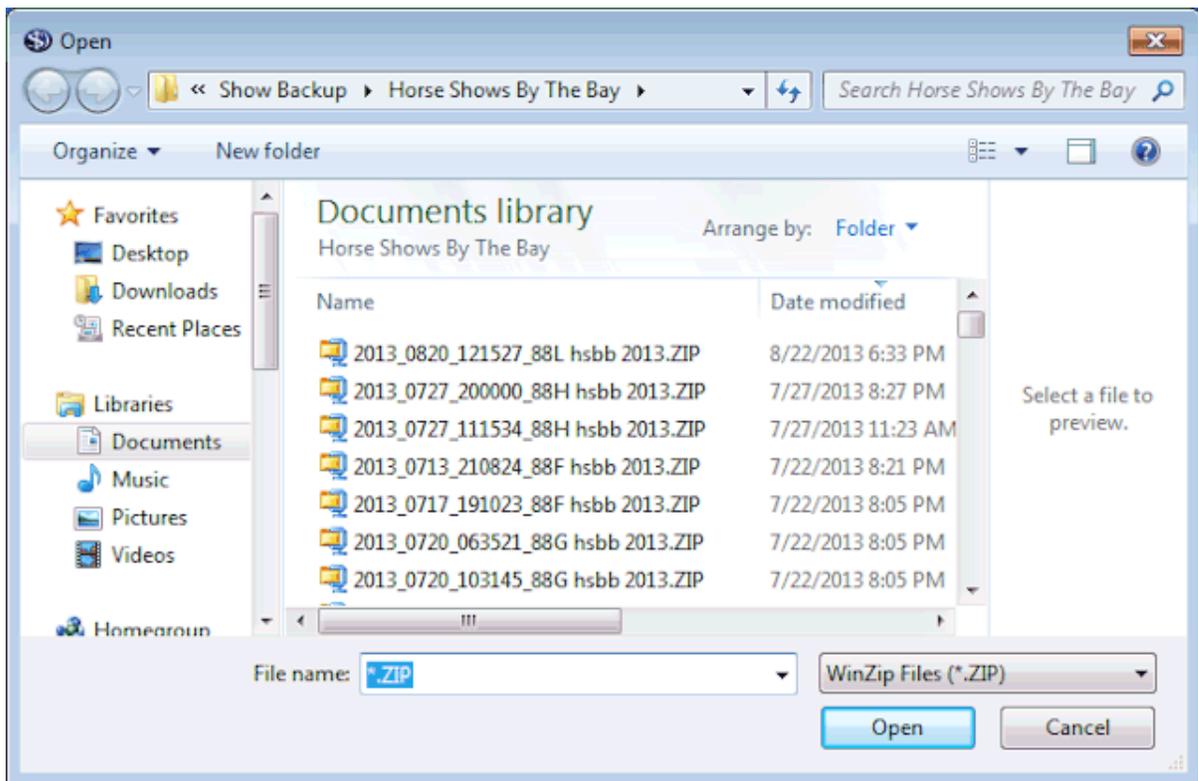
## 5.5 Restoring a Backup



### Restoring a Backup



Restoring a backup is easy, just click the Restore Backup button on the Start Screen and a standard Windows file open dialog will appear...



The backup folder of the currently selected database will be selected by default, you can drop down the box at the top and switch to another location, your memory stick for example.

Notice how the backup file is named. The name is composed of the date and time the backup was made and the the database name that it came from. The way the name is formatted should cause them to be sorted chronologically, the most recent backup should be last in the list.

**Note:** Restoring a backup will overwrite the data in the currently selected database with the data in the backup. The data that is overwritten is gone for good unless you have a backup of it that can be restored.

#### See Also

[The Start Screen](#) <sup>30</sup>

[Networking](#) <sup>30</sup>

[Databases](#) <sup>38</sup>

[Organizations](#) <sup>40</sup>

[Backing Up Your Data](#) <sup>62</sup>

[Creating a Show](#) <sup>65</sup>

[Opening a Show](#) <sup>68</sup>

[Cloning a Show](#) <sup>70</sup>

[Deleting Shows](#) <sup>73</sup>

[Downloading Org Data](#) <sup>74</sup>

[Importing Org Data](#) <sup>77</sup>

[Registering ShowPro](#) <sup>79</sup>

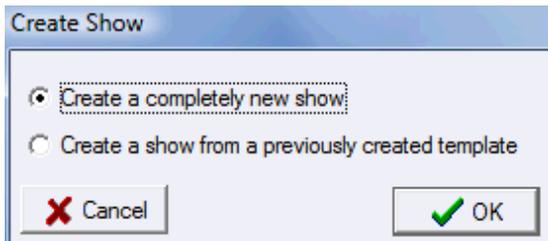
## 5.6 Creating a Show



### Creating a Show



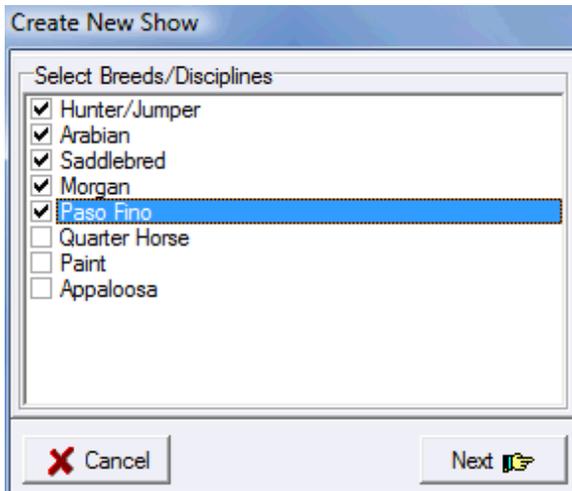
To create a new horse show click the **New** button on the **Start Screen**. If you have more than one Breed/Discipline licensed you'll need to select the Breed/Discipline(s) that you need for the show...



If you have previously created [template\(s\)](#)<sup>284</sup> you can choose to create your new show using one of them, or you can always create a new show from scratch. If you create a show from a template you will bypass the rest of the steps in creating your show.

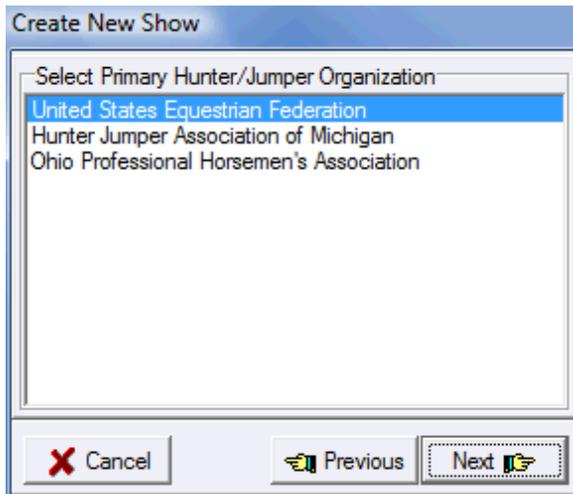
**Note:** Show Templates are available in the Standard Edition and above.

If you only have one Breed/Discipline licensed and you only have one organization associated with it all of the steps below will be skipped, your show will be created immediately after clicking the button, otherwise...



If you only have one Breed/Discipline active this step will be skipped, otherwise you will check the boxes for the Breed/Disciplines you need for your show.

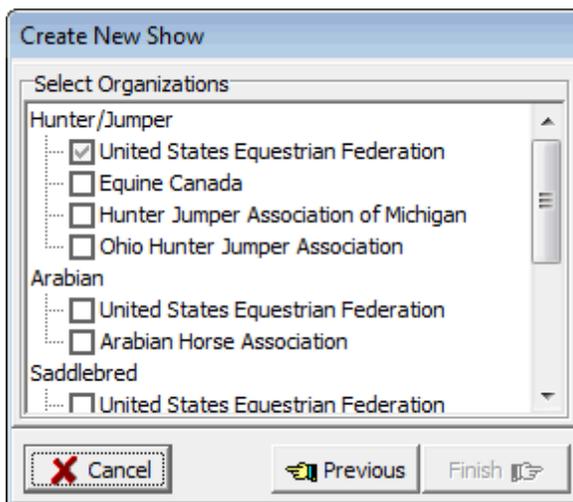
When you've made your selections, click **Next**.



Since we selected the Hunter/Jumper Discipline and there are more than one Hunter/Jumper associated organizations the next step is to select the primary Hunter/Jumper organization. This is the organization whose configuration will be used to create the Hunter/Jumper aspects of the show. We'll select United States Equestrian Federation.

If we had not selected the Hunter/Jumper discipline or there was only one Hunter/Jumper associated organization this step would be skipped.

When you've made your selection, click **Next**.

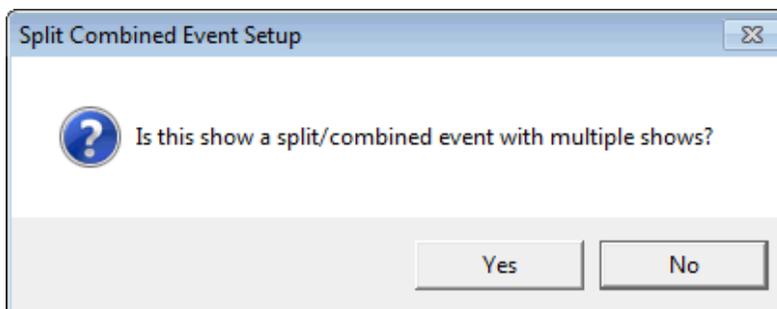


Now we'll specify any other organizations we need to be represented in the show .

You must select at least one organization for each Breed/Discipline that you selected. For USEF affiliates it's usually best to just select the USEF organization even if the show is not recognized. There are two distinct sets of class templates that start out identical but diverge as you make changes. This provides a separation that can be handy or inconvenient depending on what you're doing.

When you've made your selections, click Finish....

...And you will be asked if this is a "Split/Combined" show...



Split Combined shows combine two or more shows into multiple sub shows, this is extremely common in certain western breeds especially Quarter Horses and rare in others.

If you click Yes a list editor will be displayed to allow you to create your sub shows which is just a matter of assigning a name and setting a color. See the [Sub Shows](#) <sup>[86]</sup> topic for more information.

Next you will be taken to the Show Screen where your new show will be waiting for you...

Location

Name  
New Show

Discipline/Breed  
Hunter/Jumper  
Hunter/Jumper  
Arabian  
Saddlebred  
Morgan  
Paso Fino

Stalls: 0  
Stall Fee: 100.00  
Tack Stall Fee: 100.00  
Entry Fee: 15.00  
Start Date: 9/29/2008  
End Date: 9/29/2008

No.	Section Name or Individual Class Type	Class Name	Fee
-----	---------------------------------------	------------	-----

Append  Insert  Smart Numbering Enabled

Sections | Classes

- Green Pony Hunter
- Small Pony Hunter
- Medium Pony Hunter
- Large Pony Hunter
- Short Stirrup Hunter
- Children's Hunter 14 and under
- Children's Hunter 15-17 Years
- Small Junior Hunter
- Large Junior Hunter
- Pre-Green Hunter -Level 1
- Pre-Green Hunter -Level 2
- Green Conformation Hunter
- First Year Green Working Hunter
- Second Year Green Working Hunter
- Regular Working Hunter
- Amateur Owner Hunter 18-35
- Amateur Owner Hunter 36-50
- Adult Amateur Hunter 18-35
- Adult Amateur Hunter 36-49
- Adult Amateur Hunter 50-100
- Low Children's Hunter
- Low Adult Hunter
- Baby Green Hunter
- Unrestricted Children's/Adult Hunter
- Children's Pony Hunter
- Combined Children's/Adult Hunter Classic
- Special Hunter
- Intermediate Children's/Adult Hunter
- Non-Thoroughbred Hunter
- Junior/Amateur Owner Hunter Classic
- Pony Hunter Classic

Notice that the Discipline/Breed box is dropped down exposing the Discipline/Breeds that you selected. Notice below how the screen reconfigures when the different Breed/Discipline is selected...

Location: \_\_\_\_\_

Name: New Show

Discipline/Breed: Morgan

Divisions: In-Hand

Classes:

- Mares
- Geldings
- Stallions
- Sport Horse In-Hand Mares
- Sport Horse In-Hand Stallions & Geldings
- Showmanship

Stalls: 0 | Stall Fee: 100.00 | Tack Stall Fee: 100.00 | Entry Fee: 15.00 | Start Date: 9/29/2008 | End Date: 9/29/2008

No.	Class Name	Fee
<input checked="" type="radio"/> Append <input type="radio"/> Insert <input type="checkbox"/> Smart Numbering Enabled		

### See Also

[The Start Screen](#) | 30

[Networking](#) | 30

[Databases](#) | 38

[Organizations](#) | 40

[Backing Up Your Data](#) | 62

[Restoring a Backup](#) | 63

[Opening a Show](#) | 68

[Cloning a Show](#) | 70

[Deleting Shows](#) | 73

[Downloading Org Data](#) | 74

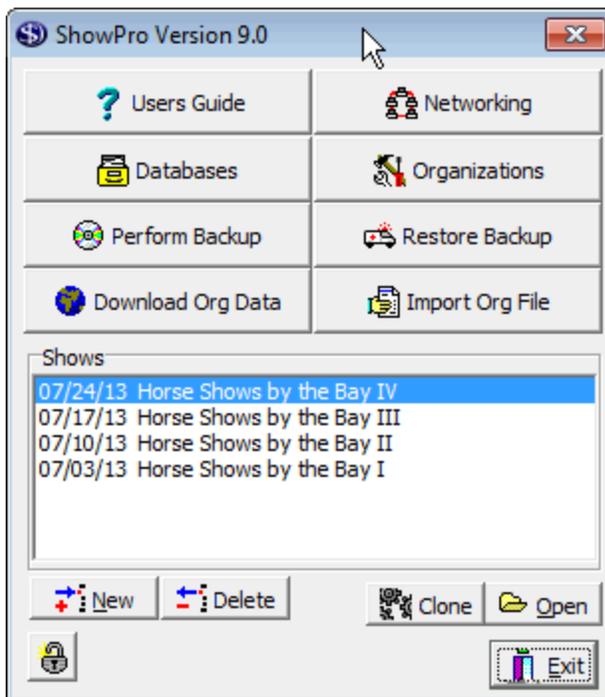
[Importing Org Data](#) | 77

[Registering ShowPro](#) | 79

## 5.7 Opening a Show



### Opening a Show



Opening a show is a simple matter of selecting the show in the list and clicking the **Open** button.

When the show opens it will be on the Entries Screen...

ShowPro (USEF) - America's Fair Horse Show - Hamburg, NY - DB

File Data Reports Tools Help

Entry No: 215 Trainer: No Trainer Account Balance: \$0.00 Stalls: 1 / 2 Tack Stalls: 2 / 1

Horse Verification:  USEF Rec/ID Verified  Measurement Verified  
 USEF No.: 406891 Name: Evan Sex: G Foaling Date: 04/25/1995 Color: Chestnut Breed: Morgan

S. Gramse (Owner/Rider) | R. Gramse (Rider) | D. Downs (Rider) | B. Smith (Rider)

USEF No.: 48115 Name: Last: First: MI: Address: City: St./Prov.: NY Zip/PC: 14006

Verification:  USEF Card Verified  USHJA Verified  Amateur Certification  
 Member Type: Professional Date of Birth: Home Phone: Cell Phone: Fax: E-Mail: Federal Tax No.: SS#

Classes: 279 280

Prize Money

x	No.	Class	Rider	J1	Prize	Fee
<input type="checkbox"/>	211	Lead Line	Bailey Smith	1st		8.00
<input type="checkbox"/>	216	Hunt Seat Equitation 13 & Under	Debra Jean Downs	1st		8.00
<input type="checkbox"/>	218	Hunt Seat Equitation Championship	Debra Jean Downs	2nd		8.00
<input type="checkbox"/>	222	Showmanship 13 & Under	Debra Jean Downs	1st		8.00
<input type="checkbox"/>	265	Morgan Hunter Pleasure Junior Exhibitor	Debra Jean Downs	2nd		8.00
<input type="checkbox"/>	273	\$80 Morgan Morgan Road Hack Open	Debra Jean Downs			15.00
<input type="checkbox"/>	274	Morgan Road Hack Junior Exhibitor	Debra Jean Downs	2nd		8.00
<input type="checkbox"/>	277	\$80 Morgan Western Pleasure Amateur	Ron Gramse	5th	5.00	15.00
<input type="checkbox"/>	279	\$80 Morgan Western Pleasure Open	Sue Gramse	6th	5.00	15.00
<input type="checkbox"/>	280	\$80 Morgan Western Pleasure Ladies	Sue Gramse	5th	5.00	15.00
					Totals	\$15.00 \$108.00

Show Scratch

New - F1 Delete First Entry Prior Entry Next Entry Last Entry Refresh Search

### See Also

[The Start Screen](#) <sup>30</sup>

[Networking](#) <sup>30</sup>

[Databases](#) <sup>38</sup>

[Organizations](#) <sup>40</sup>

[Backing Up Your Data](#) <sup>62</sup>

[Restoring a Backup](#) <sup>63</sup>

[Creating a Show](#) <sup>68</sup>

[Cloning a Show](#) <sup>70</sup>

[Deleting Shows](#) <sup>73</sup>

[Downloading Org Data](#) <sup>74</sup>

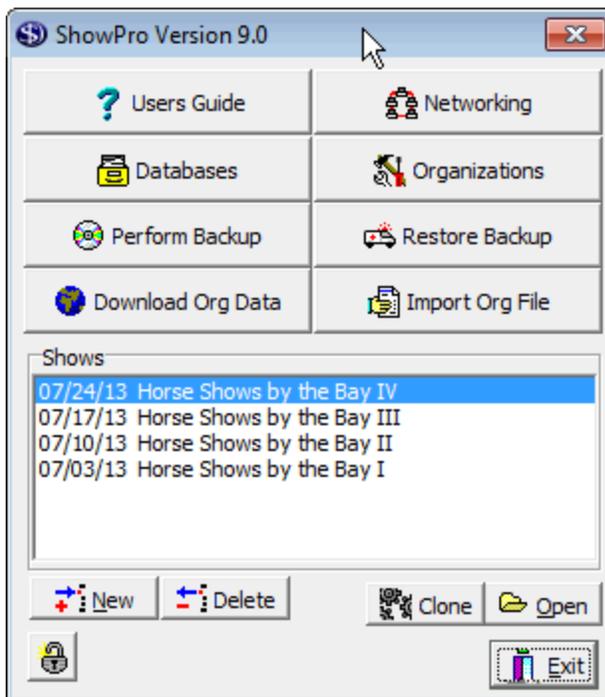
[Importing Org Data](#) <sup>77</sup>

[Registering ShowPro](#) <sup>79</sup>

## 5.8 Cloning a Show

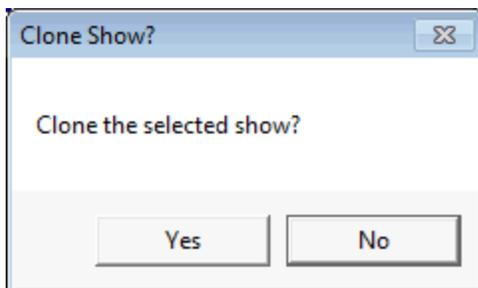


### Cloning a Show

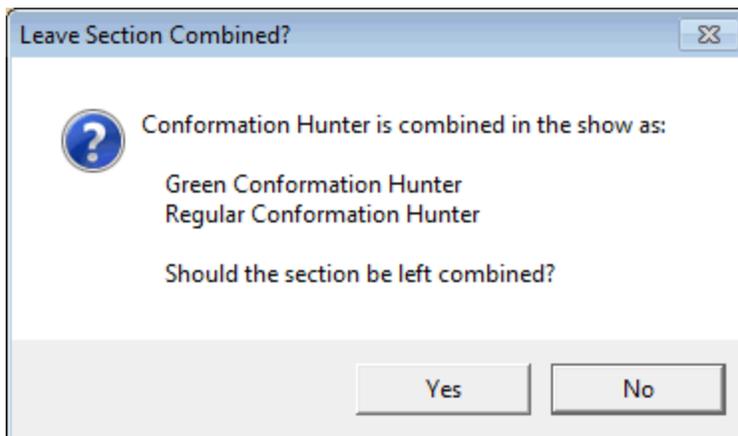


If you have the Standard Edition or above you can clone any existing show by selecting it in the list and clicking the **Clone** button. This is like [creating a show from a template](#)<sup>[284]</sup> without the template.

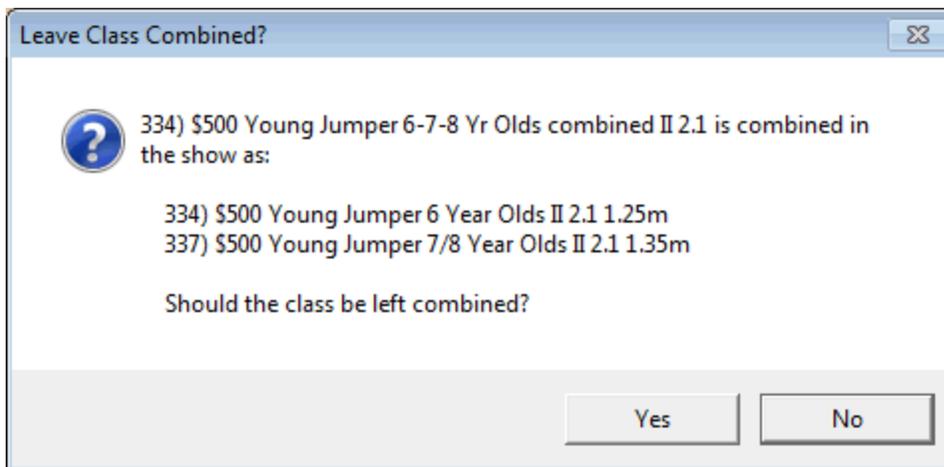
When you click the Clone button something like the following will happen...



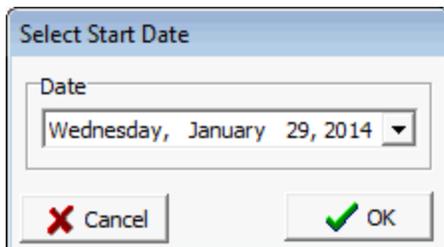
If the show is a Hunter Jumper show and has combined sections you'll be able to specify whether the sections should remain combined in the new show...



The same is true with individual classes....



Then you'll set the start date of the new show...



Finally, you'll have an opportunity to set the name of the show and adjust any other parameters.

Show Parameters			
Name New Show	USEF# 	Zone/Region 0	Location (City, State or Facility) Williamsburg, MI
Show Contact Alex Rheinheimer	Phone (561) 723-6287	Fax ( ) -	Email Address alexrheinheimer@aol.com
Address 801 S. Garfield Ave #317	City Traverse City	State MI	Zip/PC 49686
Statement Message 			
<input checked="" type="checkbox"/> Entries are closed	Sub Shows	Breeds/Disciplines	Organizations  Bill to Lists
Show Tag 	QuickBooks® Class 	Help  Close	

Using the Clone button is functionally identical to creating a show from a template, it's just quicker. If it were not for the fact that you'll clone databases eventually and need templates to duplicate your old shows in the new database the Clone button could completely replace show templates.

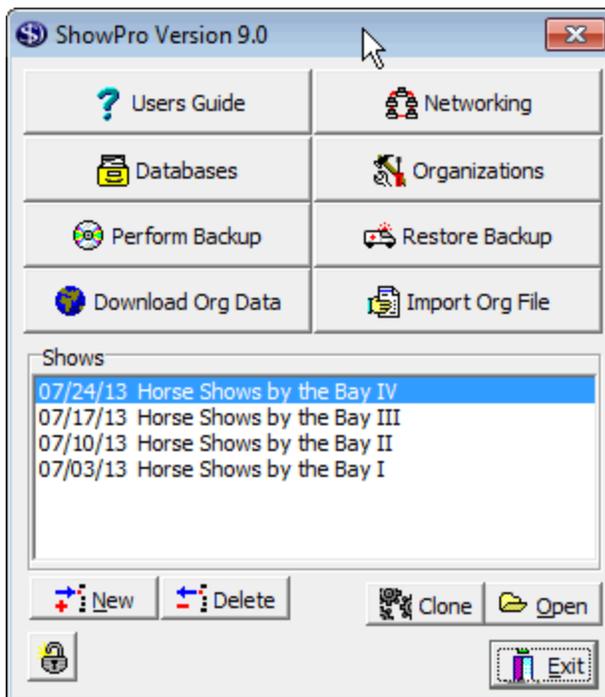
#### See Also

- [The Start Screen](#) <sup>30</sup>
- [Networking](#) <sup>30</sup>
- [Databases](#) <sup>38</sup>
- [Organizations](#) <sup>40</sup>
- [Backing Up Your Data](#) <sup>62</sup>
- [Restoring a Backup](#) <sup>63</sup>
- [Creating a Show](#) <sup>65</sup>
- [Opening a Show](#) <sup>68</sup>
- [Deleting Shows](#) <sup>73</sup>
- [Downloading Org Data](#) <sup>74</sup>
- [Importing Org Data](#) <sup>77</sup>
- [Registering ShowPro](#) <sup>79</sup>

## 5.9 Deleting Shows



### Deleting Shows



Deleting a show is a simple matter of selecting the show in the list and clicking the **Delete** button.

You will be prompted to confirm that your intent was to delete the show. If you reply yes you will be prompted again to make double sure. If you reply yes again the show will be deleted.

#### See Also

[The Start Screen](#) | 30

[Networking](#) | 30

[Databases](#) | 38

[Organizations](#) | 40

[Backing Up Your Data](#) | 62

[Restoring a Backup](#) | 63

[Creating a Show](#) | 63

[Opening a Show](#) | 68

[Cloning a Show](#) | 70

[Downloading Org Data](#) | 74

[Importing Org Data](#) | 77

[Registering ShowPro](#) | 79

## 5.10 Downloading Org Data



### Downloading Org Data

if you are working with an organization that is using OrgPro™ for membership and points management, you may be able to download the organization's configuration and the membership database from their web site. You will always be using the latest, most up to date member and horse information, and by just typing in a horses recording number you will have most of the entry form completed. For ShowPro to connect to the organization's web site a simple one time setup must be performed. First you must get to the Organizations dialog box...

1. Run ShowPro (or click Back to Start on the File menu if you have a show opened)

## 2. Click Organizations

And the Organization's dialog box will be displayed....

Organization Name	Acronym
United States Equestrian Federation	USEF
Hunter Jumper Association of Michigan	HJAM
Ohio Professional Horsemen's Association	OPHA
United States Dressage Federation	USDF

Assign horse recording numbers automatically  
 Assign membership numbers automatically

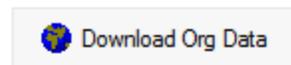
Global ID: 3258

Web Site: hjam.net  
 User Name: jagar  
 Password: \*\*\*\*\*

**Breeds/Disciplines**  
 Hunter / Jumper     Quarter Horse  
 Dressage     Paint  
 Eventing     Appaloosa  
 Arabian  
 Saddlebred  
 Morgan  
 Paso Fino  
 Friesian  
 Hackney  
 National Show Horse  
 Andalusian/Lusitano

[New] [Delete] [Edit] [Help] [Close]

Select the organization in the list. The parameters that you will need to get from the organization are the Web Site, the User Name, and the Password as shown above near the bottom. Once these parameters are in place you will be all set to download the organization's data automatically into ShowPro.



Once you have your parameters click the Download Org Data button (shown to the left) on the Start Screen. You'll be prompted...

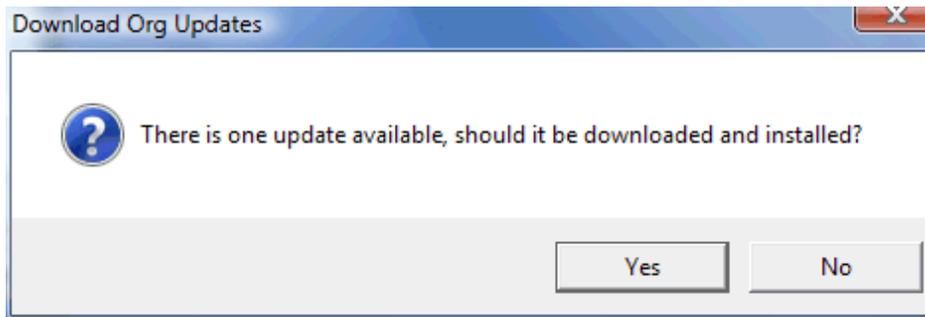
**Select Organization**  
 New Organization  
 HJAM

[Cancel] [OK]

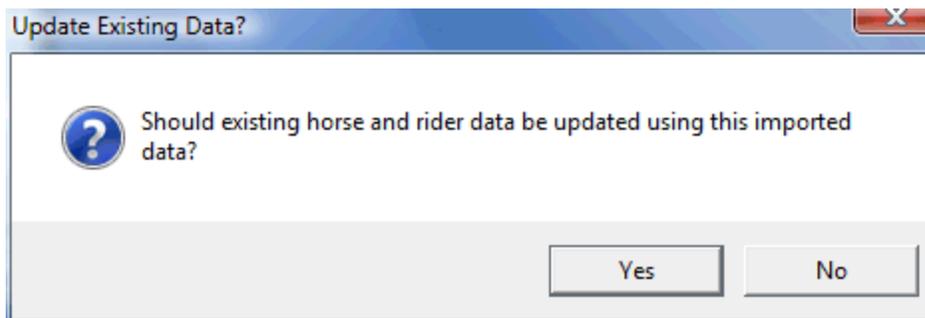
You'll probably be prompted to select an organization. If the organization has already been imported select it, otherwise select "New Organization".

If you have previously created a configuration by hand for this organization do not select that organization. When you try to download the data ShowPro will tell you that the data did not come from the selected organization.

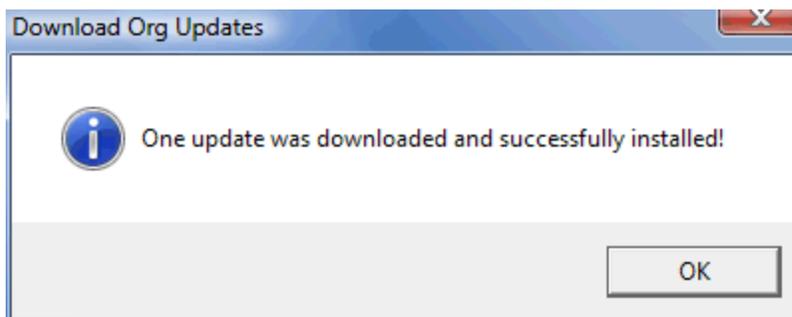
Select the organization and click **Ok**.



Click Yes



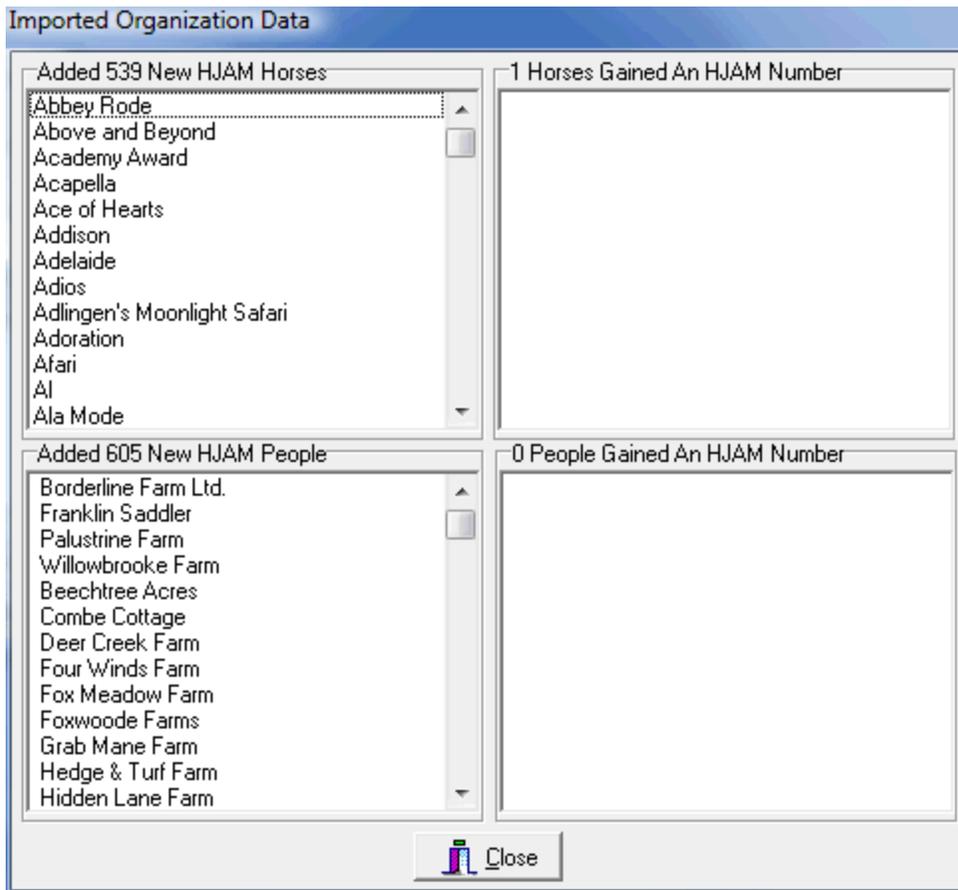
Click Yes if you want to allow your existing data to be updated by the organization's data, otherwise click No.



You'll see a message indicating success.

Click Ok.

After some period of time this dialog box will appear showing you what was imported....



### See Also

[The Start Screen](#) [30]

[Networking](#) [30]

[Databases](#) [38]

[Organizations](#) [40]

[Backing Up Your Data](#) [62]

[Restoring a Backup](#) [63]

[Creating a Show](#) [65]

[Opening a Show](#) [68]

[Cloning a Show](#) [70]

[Deleting Shows](#) [73]

[Importing Org Data](#) [77]

[Registering ShowPro](#) [79]

## 5.11 Importing Org Data

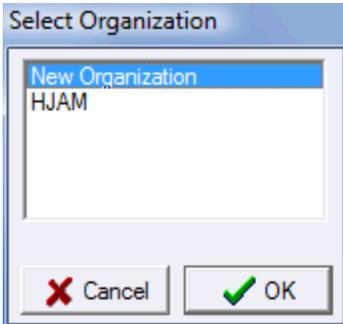


### Importing Org Data

if your show is recognized by an organization that is using OrgPro™ for membership and points management, you can import the organization's configuration and the membership database. The easiest and preferred way to obtain this data is by [downloading](#)<sup>[74]</sup> it from the organization's web site but another option is to import a file provided by the organization.



To import a file provided by the organization click **Import Org File** on the **Start Screen**.

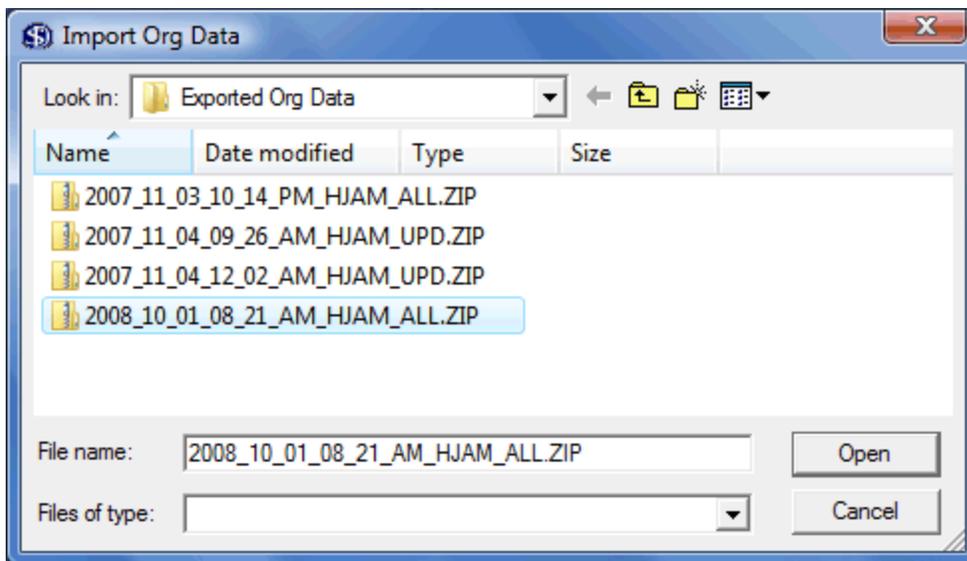


You'll probably be prompted to select an organization. If the organization has already been imported select it, otherwise select "New Organization".

If you have previously created a configuration by hand for this organization do not select that organization. When you try to import the data ShowPro will tell you that the data did not come from the selected organization.

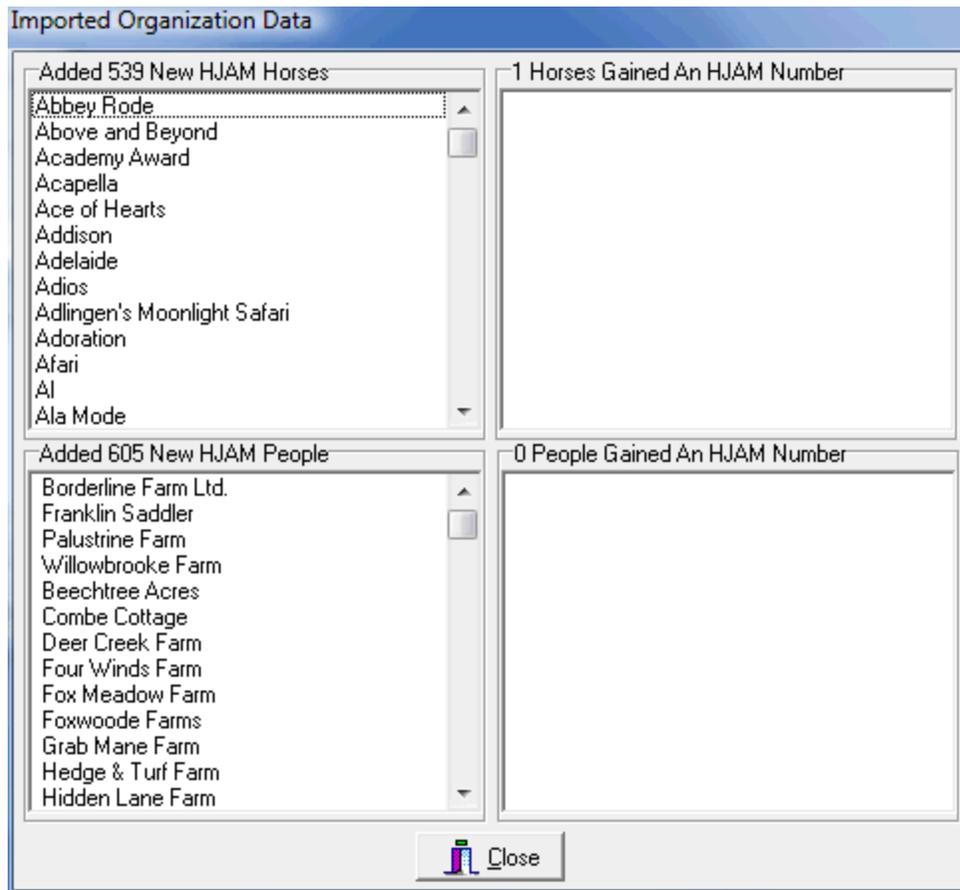
Select the organization and click **Ok**.

A file open dialog will appear. By default it will be pointed at the C:\Program Files\Sport Data>ShowPro\Exported Org Data folder, you can change the Look in location to your memory stick, the Desk Top, or wherever the you saved the file that you received from the organization.



Notice that the file names contain the acronym of the organization. They also contain the letters ALL or UPD. ALL indicates the file contains the entire organizations database, if you are importing data for the organization for the first time make sure you have an ALL file. Subsequent files can be UPD files.

After some period of time this dialog box will appear showing you what was imported....



### See Also

[The Start Screen](#) [30]

[Networking](#) [30]

[Databases](#) [38]

[Organizations](#) [40]

[Backing Up Your Data](#) [62]

[Restoring a Backup](#) [63]

[Creating a Show](#) [65]

[Opening a Show](#) [68]

[Cloning a Show](#) [70]

[Deleting Shows](#) [73]

[Downloading Org Data](#) [74]

[Registering ShowPro](#) [79]

## 5.12 Registering ShowPro



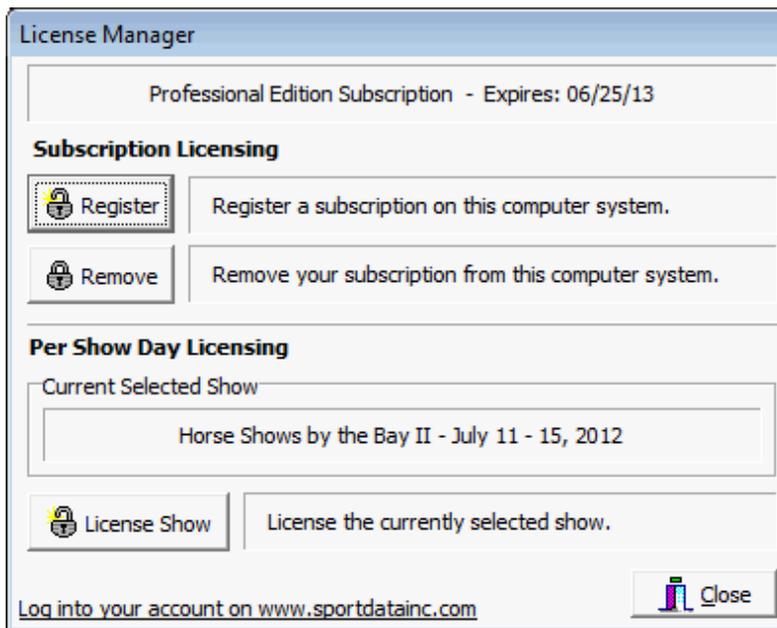
### Registering ShowPro

The demo version of ShowPro™ is the full Professional version but has a limit of twenty classes. In order to have the full use of the program you must register the program which requires that you buy an annual subscription for the Professional, Standard, or Lite Edition. Alternatively, you can license on a per show day basis. This may make sense for you if you only do a few shows a year.



To register your copy of ShowPro, click on the padlock button that appears in the lower left corner of the **Start Screen** when you first run the program.

This will cause the License Manager to be displayed...



The License Manager is used to manage your ShowPro software license...

- To register a license on your computer from your account on [www.sportdatainc.com](http://www.sportdatainc.com).
- To remove your license from the computer which will restore the license into your account on [www.sportdatainc.com](http://www.sportdatainc.com) making it available to be registered on a different computer.
- License shows on a per show day basis.

All purchasing of ShowPro subscriptions or per show day licensing is done at [www.sportdatainc.com](http://www.sportdatainc.com) through an account that you create and log into. Once the items are purchased into your account at the web site you log into your account through ShowPro and the license is applied to the computer.

**Note:** With the annual subscription program with the first subscription that you purchase you are eligible for a subscription for a second computer at no cost and it will be made available in your account at [www.sportdatainc.com](http://www.sportdatainc.com) automatically. This second computer can be your desk top computer back at the office, or a second networked computer at the show. Subscriptions for the third and subsequent computers must be purchased.

With the per show day licensing you can connect as many computers as you like, the client computers do not need any license at all to connect to a host computer with a per show day license. There is however a practical limitation to how many computers you can network that is determined by the speed of your equipment.

### Annual Subscription Licensing



To register a ShowPro annual subscription that you have available in your account on [www.sportdatainc.com](http://www.sportdatainc.com), click the **Register** button on the **License Manager** dialog and

the following log in dialog is displayed...

**Login ShowPro Into Your Sport Data Account**

Email Address:

Password:

[Create an account on www.sportdatainc.com](http://www.sportdatainc.com)

Your next step is to log into your account on [www.sportdatainc.com](http://www.sportdatainc.com) using your email address and password.

The available license in your account on [www.sportdatainc.com](http://www.sportdatainc.com) will be loaded into the software.



The **Remove** button is used to remove the license from the computer system. The removed license will be placed in your account on [www.sportdatainc.com](http://www.sportdatainc.com) and will be available to load onto a different computer.

### Per Show Day Licensing

**Per Show Day Licensing**

Current Selected Show

Horse Shows by the Bay I - July 4 - 8, 2012

License the currently selected show.

For per show day licensing have the days available in your account, have the proper show selected from the Start Screen, and click License Show. You'll be prompted to log into your account and show will be licensed.

Once a show is licensed the license follows the data so you can perform a backup and restore that backup on another computer and the show will still be licensed on that computer.

**Note:** When you license a show when the licensing is completed a backup will be performed, "SHOW\_LICENSED" will be appended to the backup's file name..

### See Also

[The Start Screen](#) [30]

[Networking](#) [30]

[Databases](#) [38]

[Organizations](#) [40]

[Backing Up Your Data](#) [62]

[Restoring a Backup](#) [63]

[Creating a Show](#) [65]

[Opening a Show](#) [68]

[Cloning a Show](#) [70]

[Deleting Shows](#) [73]

[Downloading Org Data](#) [74]

[Importing Org Data](#) [77]

## 6 Setting Up Your Show



You learned how to [create a show](#) <sup>[65]</sup> in the chapter on the Start Screen, this chapter will cover setting up your show - everything that you need to do before the show.

- Setting the basic information
- The Class List
- Fees
- Prize Money
- Stall Types
- Creating Entries
- Enterable Sections (Hunter Jumper only)
- Show Schedule
- Championship Points
- High Points
- Back Numbers
- Judges Cards

### In This Chapter

[Setting The Basic Information](#) <sup>[82]</sup>

[Show Parameters](#) <sup>[84]</sup>

[Sub Shows](#) <sup>[86]</sup>

[Creating The Class List](#) <sup>[89]</sup>

[Setting Up Fees](#) <sup>[97]</sup>

[Setting Up Judges](#) <sup>[104]</sup>

[Setting Up Prize Money](#) <sup>[106]</sup>

[Stall Types](#) <sup>[111]</sup>

[Breeds](#) <sup>[113]</sup>

[Creating Entries](#) <sup>[114]</sup>

[Enterable Sections](#) <sup>[120]</sup>

[The Show Schedule](#) <sup>[122]</sup>

[Championship Points](#) <sup>[126]</sup>

[Reserved Stalls](#) <sup>[128]</sup>

[Points Tables](#) <sup>[130]</sup>

[High Points](#) <sup>[131]</sup>

[Score Sets](#) <sup>[133]</sup>

[Back Numbers](#) <sup>[136]</sup>

[Setting up Grand and Reserves](#) <sup>[138]</sup>

[Judges Cards](#) <sup>[142]</sup>

[Scoreboard Formats](#) <sup>[144]</sup>

### 6.1 Setting The Basic Information

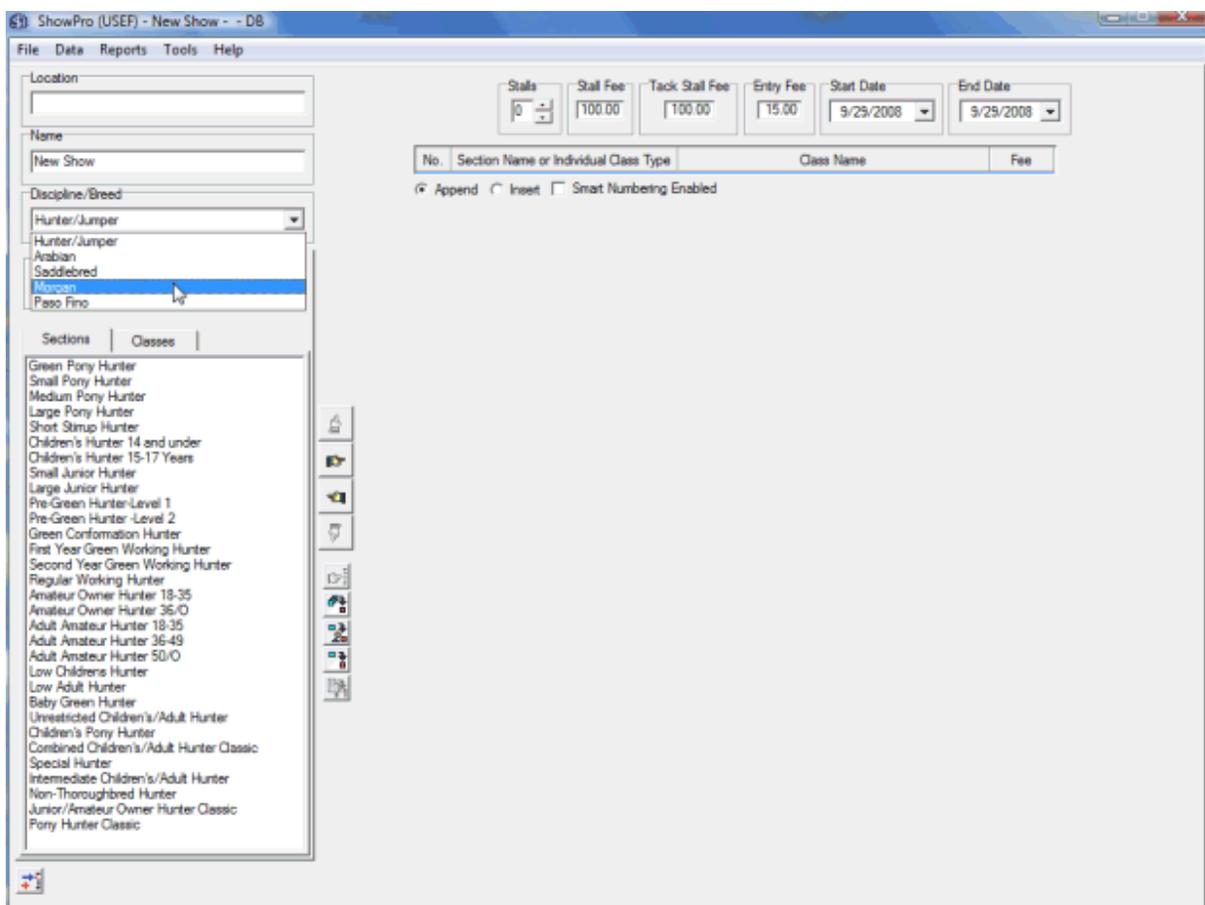


#### Setting The Basic Information

When you first create a new show you are taken to one of the three main screens in ShowPro, the Show Screen. Here in addition to creating your list of classes you will set the basic information for the show...

- The Location
- The Stall Fee
- The Tack Stall Fee
- The Start Date
- The End Date

If you are licensing your show by the day it is very important that you set your start and end date correctly.



See the [Show Parameters](#) <sup>84</sup> for more Basic Information settings.

#### See Also

[Setting Up Your Show](#) <sup>82</sup>

[Show Parameters](#) <sup>84</sup>

[Sub Shows](#) <sup>86</sup>

[Creating The Class List](#) <sup>89</sup>

<a href="#">Setting Up Fees</a>	97
<a href="#">Setting Up Judges</a>	104
<a href="#">Setting Up Prize Money</a>	106
<a href="#">Stall Types</a>	111
<a href="#">Breeds</a>	113
<a href="#">Creating Entries</a>	114
<a href="#">Enterable Sections</a>	120
<a href="#">The Show Schedule</a>	122
<a href="#">Championship Points</a>	126
<a href="#">Reserved Stalls</a>	128
<a href="#">Points Tables</a>	130
<a href="#">High Points</a>	131
<a href="#">Score Sets</a>	133
<a href="#">Back Numbers</a>	136
<a href="#">Setting up Grand and Reserves</a>	138
<a href="#">Judges Cards</a>	142
<a href="#">Scoreboard Formats</a>	144

## 6.2 Show Parameters



### Show Parameters

If you select **Data > Show Parameters** from the menu there are some parameters that you can set for your show...

**Show Parameters**

Name Horse Shows by the Bay II	USEF# 4534	Zone/Region 5	Location (City, State or Facility) Williamsburg, MI
Show Contact Alex Rheinheimer	Phone (561) 723-6287	Fax ( ) -	Email Address alexrheinheimer@aol.com
Address 801 S. Garfield Ave #317	City Traverse City	State MI	Zip 49686-
Statement Message  			
<input checked="" type="checkbox"/> Entries are closed <span style="margin-left: 20px;"> Sub Shows</span> <span style="margin-left: 20px;"> Breeds/Disciplines</span> <span style="margin-left: 20px;"> Organizations</span> <span style="margin-left: 20px;"> Bill to Lists</span>			
Show Tag 2012 2	QuickBooks® Class  		
Help			Close

The fields toward the top are probably self explanatory. The **Statement Message** allows you configure some optional text to appear at the bottom of your statements. Late and scratch fees are charged if the Entries are closed box is checked. You can check and uncheck this box to suit your situation, if you discover that you missed putting in some entries that you received before entries were closed there is nothing to prevent you from temporarily unchecking the box - any late or scratch fees that have already been applied will remain.

The **Show Tag** parameter is important to set if you do back to back shows where money is transferred around from show to show - the transactions are tagged with whatever you put in this field and having something that identifies the show makes it much easier to track the money.

**Sub Shows** are where you specify any sub shows this show will be comprised of. [Sub shows](#)<sup>[86]</sup> must be specified before any classes are added to your show and you'll add them if you're using them when you create your show. Sub shows are only necessary when you have class numbers duplicated in your show, they are not required to handle multiple judges, but they are very commonly used in certain types of shows.

**Breeds/Disciplines** is where you select which breeds/disciplines you want in your show. You do this when you create your show but you can do it here after the fact. You cannot remove a breed/discipline if you have selected any classes from it into your show.

**Organizations** is where you can specify which organizations are recognizing the show. You select these when you create the show but you can add/remove them here after the fact. An exception is a primary Hunter Jumper organization, that cannot be changed. You also cannot remove an organization that associated classes have been added to the show for.

**Bill to Lists** allow you to create, name, and assign to shows lists where you will elsewhere add payees that multiple accounts can be assigned to. At check out the accounts assigned to the payee can be combined into one statement. The reason for creating a list here is so that it may be assigned to multiple shows, if you're doing a series of back to back shows one list can be used for all the shows and then at check out any balances from any of the shows can be included in the checkout. This is similar to the Other Balances feature but you set it manually which gives you full control. Other Balances is automatic and works by horse owner combination, with Bill To it's manual and any account can be assigned to any payee.

#### See Also

[Setting Up Your Show](#)<sup>[82]</sup>

[Setting The Basic Information](#)<sup>[82]</sup>

[Sub Shows](#)<sup>[86]</sup>

[Creating The Class List](#)<sup>[89]</sup>

[Setting Up Fees](#)<sup>[97]</sup>

[Setting Up Judges](#)<sup>[104]</sup>

[Setting Up Prize Money](#)<sup>[106]</sup>

[Stall Types](#)<sup>[111]</sup>

[Breeds](#)<sup>[113]</sup>

[Creating Entries](#)<sup>[114]</sup>

[Enterable Sections](#)<sup>[120]</sup>

[The Show Schedule](#)<sup>[122]</sup>

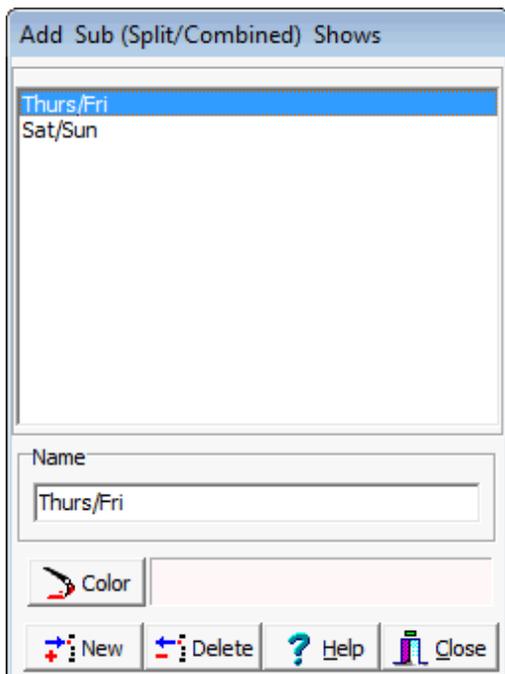
[Championship Points](#)<sup>[126]</sup>

[Reserved Stalls](#)<sup>[128]</sup>

[Points Tables](#)<sup>[130]</sup>

[High Points](#)<sup>[131]</sup>



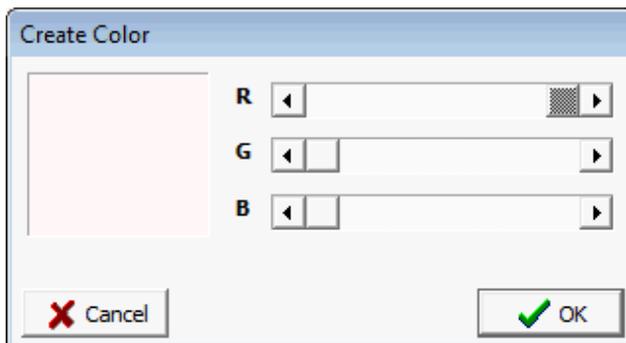


This is a typical [list editor](#) <sup>[24]</sup> that adds the ability to associate a color with each sub show.

Add an item into the list for each sub show that you require.

Note that a Sub Show can be, and often are, multiple days.

When you click the Color button the Create Color dialog is displayed...



Move the sliders to adjust the amount of Red, Green, and Blue in your color, kind of like mixing paint.

The colors you can create are restricted to pastels because it will be used as a background color.

Make sure the colors of your Sub Shows are not similar or the color coding is obviously nullified.



When you have Sub Shows the color coding is employed and you get a set of buttons that are used to facilitate their use.

You can select a single Sub Show or all Sub Shows, below all Sub Shows are selected and the it is set to interleave the classes.

x	No.	Class	Rider	J1	J2	Prize	Fee
<input checked="" type="checkbox"/>	44	Showmanship At Halter - N/A	Debbi J. Moriarty	5th	2nd		36.00
<input type="checkbox"/>	44	Showmanship At Halter - N/A	Debbi J. Moriarty	2nd	3rd		36.00
<input type="checkbox"/>	46	Showmanship At Halter - Amateur All Ages	Debbi J. Moriarty	6th	1st		36.00
<input type="checkbox"/>	46	Showmanship At Halter - Amateur All Ages	Debbi J. Moriarty	4th	3rd		36.00
<input type="checkbox"/>	55	Hunter Under Saddle - N/A	Debbi J. Moriarty	3rd	4th		36.00
<input type="checkbox"/>	55	Hunter Under Saddle - N/A	Debbi J. Moriarty				36.00
<input type="checkbox"/>	56	Senior Hunter Under Saddle - Open	Julie Thompson Martell	1st	1st		36.00
<input type="checkbox"/>	56	Senior Hunter Under Saddle - Open	Julie Thompson Martell				36.00

You can also set it to stack the classes....

x	No.	Class	Rider	J1	J2	Prize	Fee
	44	Showmanship At Halter - N/A	Debbi J. Moriarty	5th	2nd		36.00
	46	Showmanship At Halter - Amateur All Ages	Debbi J. Moriarty	6th	1st		36.00
	55	Hunter Under Saddle - N/A	Debbi J. Moriarty	3rd	4th		36.00
	56	Senior Hunter Under Saddle - Open	Julie Thompson Martell	1st	1st		36.00
	44	Showmanship At Halter - N/A	Debbi J. Moriarty	2nd	3rd		36.00
	46	Showmanship At Halter - Amateur All Ages	Debbi J. Moriarty	4th	3rd		36.00
	55	Hunter Under Saddle - N/A	Debbi J. Moriarty				36.00
	56	Senior Hunter Under Saddle - Open	Julie Thompson Martell				36.00

The Sub Show buttons make working with Sub Shows a breeze and they are everywhere you need them. They even have magic powers, for example if you have All sub shows selected and you add a class to your show it is added into both sub shows - you can build multiple sub shows at the same time. On the Entry Screen, when adding classes, if you have All selected people are entered in the class in ALL Sub Shows, if you remove them from classes with All selected they are removed from those classes in ALL Sub Shows. If you have an individual Sub Show selected you are only operating on that Sub Show.

Some times, where appropriate, you'll only have a sub set of the buttons as seen below...

### See Also

[Setting Up Your Show](#) <sup>82</sup>

[Setting The Basic Information](#) <sup>82</sup>

[Show Parameters](#) <sup>84</sup>

[Creating The Class List](#) <sup>89</sup>

[Setting Up Fees](#) <sup>97</sup>

[Setting Up Judges](#) <sup>104</sup>

[Setting Up Prize Money](#) <sup>106</sup>

[Stall Types](#) <sup>111</sup>

[Breeds](#) <sup>113</sup>

[Creating Entries](#) <sup>114</sup>

[Enterable Sections](#) <sup>120</sup>

[The Show Schedule](#) <sup>122</sup>

[Championship Points](#) <sup>126</sup>

[Reserved Stalls](#) <sup>126</sup>

[Points Tables](#) <sup>130</sup>

[High Points](#) <sup>131</sup>

<a href="#">Score Sets</a>	133
<a href="#">Back Numbers</a>	136
<a href="#">Setting up Grand and Reserves</a>	138
<a href="#">Judges Cards</a>	142
<a href="#">Scoreboard Formats</a>	144

## 6.4 Creating The Class List



### Creating The Class List

Although the concepts are the same there are some differences in creating the class list for the Hunter Jumper discipline verses other disciplines. Click below to select the appropriate topic for the type of classes you are dealing with. It is of course possible to have Hunter Jumper classes and any other breed/discipline in the same show.

In This Section	See Also
<a href="#">Hunter Jumper Classes</a>	<a href="#">Setting Up Your Show</a>
<a href="#">Other Breed/Discipline Classes</a>	<a href="#">Setting The Basic Information</a>
	<a href="#">Show Parameters</a>
	<a href="#">Sub Shows</a>
	<a href="#">Setting Up Fees</a>
	<a href="#">Setting Up Judges</a>
	<a href="#">Setting Up Prize Money</a>
	<a href="#">Stall Types</a>
	<a href="#">Breeds</a>
	<a href="#">Creating Entries</a>
	<a href="#">Enterable Sections</a>
	<a href="#">The Show Schedule</a>
	<a href="#">Championship Points</a>
	<a href="#">Reserved Stalls</a>
	<a href="#">Points Tables</a>
	<a href="#">High Points</a>
	<a href="#">Score Sets</a>
	<a href="#">Back Numbers</a>
	<a href="#">Setting up Grand and Reserves</a>
	<a href="#">Judges Cards</a>
	<a href="#">Scoreboard Formats</a>

### 6.4.1 Hunter Jumper Classes



#### Hunter Jumper Classes

When you create a new show you will initially have no classes and if you have the Hunter Jumper discipline selected your class list will look like this...

No.	Section Name or Individual Class Type	Class Name	Fee
-----	---------------------------------------	------------	-----

Show Types  
USEF A Rated Show

Divisions  
Hunter

Sections | Classes

- 1st Year Green Working Hunters
- 2nd Year Green Working Hunters
- Regular Working Hunters
- Green Conformation Hunters
- Regular Conformation Hunters
- Small Junior Hunters
- Large Junior Hunters
- A/O Hunter 18-35
- A/O Hunter 36 & Over
- Pony Hunters
- Pre-Green Hunters
- Children's Hunter 13 & U
- Children's Hunter 14-17
- A/A Hunter 18-49
- A/A Hunter 50 & Over
- Modified Low Hunters
- Baby Green Hunters
- Low Hunters
- Modified Open Hunters
- Children's Pony Hunters
- Beginner Rider Division
- Short Stimup Division
- Medium/Long Stimup Division
- Non-Pro Hunters
- Low Children's / AA Division
- Hunter Breeding Division
- Green Pony Hunters
- Special Hunters
- Training Hunters
- Miscellaneous Classes
- Classics
- Modified Jr/Am Hunters

The [Show Types](#)<sup>44)</sup> box will only be shown if you have more than one show type, otherwise your one show type is implicitly selected and there's no reason for the box to appear. If the show types box is visible you may have to change the selection to display the set of sections and classes that you want. This is one reason that you should not configure more than one show type unless you have a very good reason for doing so, they are slightly inconvenient

Sections and classes are also broken down by Division so if the Division you are working with is not currently selected you will need to change the Division selection.

Next click on the Sections or Classes tab if required.

Now select your item in the list and push it over into the classes table using the **Add** button...



Now you have added the first class to the show...

No.	Section Name or Individual Class Type	Class Name	Fee
1	1st Year Green Working Hunters	1st Year Green Working Hunters	35.00

To add another First Year Green Hunter class just click the **Add** button again...

No.	Section Name or Individual Class Type	Class Name	Fee
1	1st Year Green Working Hunters	1st Year Green Working Hunters	35.00
2	1st Year Green Working Hunters	1st Year Green Working Hunters	35.00

**Note:** The Class Number, Class Name, and Fee fields can be edited, the Section Name or Individual Class Type field is read only.

Now let's make class 2 an under saddle class...

1st Year Green Working Hunters

1st Year Green Working Hunters|

1st Year Green Working Hunters U/S|

First click on the name of the class once (or twice if this is not currently the active cell). If you press any key at this point, the entire name will disappear.

Click one more time to preserve the text.

Now add the U/S to the name of the class name. Then press **Enter** or click on any other field to take out of edit mode.

This is what the class list looks like now...

No.	Section Name or Individual Class Type	Class Name	Fee
1	1st Year Green Working Hunters	1st Year Green Working Hunters	35.00
2	1st Year Green Working Hunters	1st Year Green Working Hunters U/S	35.00

**Note:** ShowPro recognizes certain terms in a class name to denote an under saddle or flat class... U/S, Under Saddle, Flat, Walk, Trot, WT, Leadline, Lead Line, Pleasure, NTJ, and OTF. The term Model in a class name denotes that class as a Conformation Model class. Model classes that are not Regular Confirmation will receive half points. It is important that these classes are recognized by ShowPro so that championship points may be properly calculated where applicable. Using the above terms makes this happen.



Click the **Remove** button to remove the highlighted class from the class list, should you need to.



Click the **Up** button to move a class up in order.



Click the **Down** button to move a class down in order.

750

Append  Insert

You can either Append classes to the end of the list or insert them at the highlighted position.

### Auto Combining USEF Sections

There is an option in File > Preferences "Enable USEF Hunter Jumper Auto Combine", if this option is on and you push over a section that is one of the USEF combined codes, i.e. 2400 Junior Hunter Combined, ShowPro will automatically create it as a combined class with all the original classes

included. In the case of Junior Hunter you would get both age groups and both sizes. In the case of 2410 Junior Hunter Small or 2411 Junior Hunter Large you would get both age groups. This is essentially what we used to call pre-combining with no effort, you get the combined sections automatically.

Using this feature causes the results you send to USEF to be of extremely high quality, the feature defaults to ON in File > Preferences.

The underlying original classes that are automatically generated are numbered sequentially starting at 7501, you'll never see these numbers unless you uncombine something and you can edit them at that point if you want to.

#### See Also

[Creating The Class List](#) <sup>89</sup>

[Other Breed/Discipline Classes](#) <sup>92</sup>

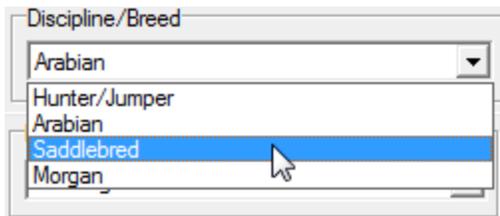
## 6.4.2 Other Breed/Discipline Classes



### Other Breed/Discipline Classes

When you create a new show you will initially have no classes and your class list will look something like this, although if your show is not USEF that column may be just "Code", or in the case of a USEF affiliate that also has it's own codes you may have "USEF Code" and "Code" ...

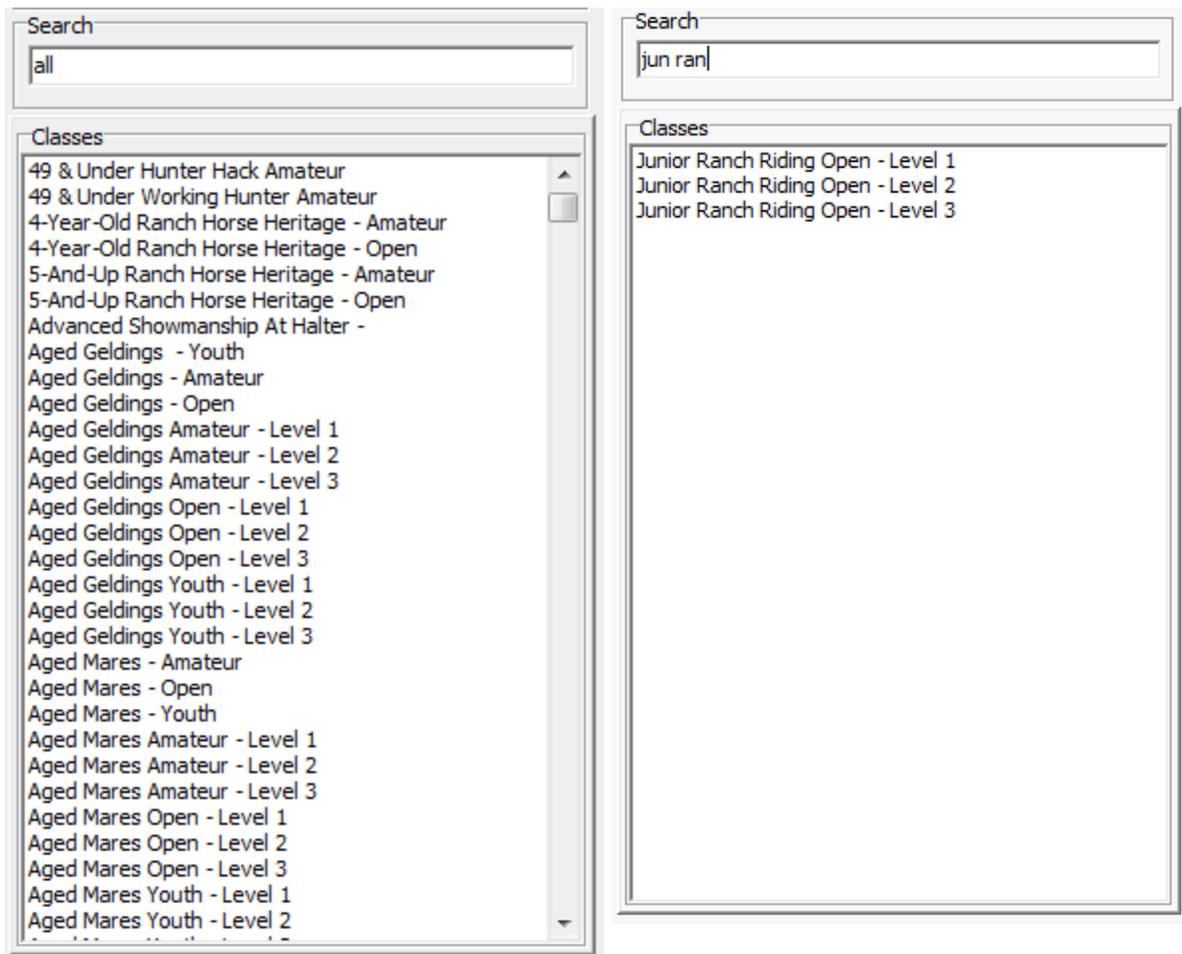
No.	Code	USEF Code	Class Name	Fee
-----	------	-----------	------------	-----



If you have more than one breed/discipline in your show there will be a Breed/Discipline drop down box to switch the list of class templates to the desired breed/discipline.

To the left we have Hunter Jumper, Arabian, Saddlebred, and Morgan. Arabian is currently selected, Saddlebred is about to be selected.

ShowPro uses a tokenized search to select sets of class templates, once you find what you are looking for you click on a class template and push it over into your list of show classes. For example, below on the left the special **all** keyword has been used to **pull up all the class templates** for the breed/discipline. On the right **jun ran** has been typed in and as a result all the **Junior Ranch** classes have been pulled up.



Classes are added to your show by selecting the class template on the left and pushing them over into your list on the right...

No.	Code	Class Name	Fee
1	143106	Junior Ranch Riding Open - Level 3	15.00

Once the class is added everything is editable except the class codes which are for reference and are not in fact even visible except if **Filter Breeds/Disciplines** is checked on the File menu or if there is only one Breed/Discipline being used for the show.

### Events, Go Arounds/Phases

For some breed/disciplines classes are grouped into a set of what are called Go Arounds in the stock horse world and we refer to them generically as Phases otherwise. The class templates for the organizations in these cases are actually what we refer to as Events - the Event is what groups the phases or gos together and manages the scoring and purse distribution.

NRCHA and Eventing are two examples of disciplines that use Events.

When you push a template into your list of classes that is an Event something similar to the following will appear...

	Description	TB	% of Purse
<input checked="" type="checkbox"/>	Open Derby - Herd		30
<input checked="" type="checkbox"/>	Open Derby - Rein		30
<input checked="" type="checkbox"/>	Open Derby - Cow		40
<input type="checkbox"/>	Open Derby - Steer Stopping		0

Buttons:  Class Number

This happens to be for NRCHA (Reined Cow), for a different discipline it will look a little different as we'll see in a minute. The most common Go Arouds come up pre-selected but you can alter that easily. The TB column allows you to specify tie breakers by specifying 1, 2... to tell ShowPro the order in which ties will be settled, i.e. if the TB for Cow is set to 1 ties will be broken according to the highest score in the Cow go around. If those scores happened to be tied then the tie would be settled using the scores from whatever was specified as 2 in the TB column, and so on.

The % of Purse designates how the purse will be distributed, these number must add up to 100% or all be zero in the case where there is no purse.



There is a **Manage Events** button in the set of smaller buttons on the Show Screen (File > Show) that you can use to bring up the Manage Events dialog box after it has been created, this is helpful if you need to make changes to the configuration of the Event after having created it. You can also use this button to turn any individual class into an event with go arounds/phases as we'll see a little later.

Here is what the Manage Events dialog box looks like when adding an Eventing event....

	Description	TB	% of Purse
<input checked="" type="checkbox"/>	Junior - Dressage		30
<input checked="" type="checkbox"/>	Junior - XC		30
<input checked="" type="checkbox"/>	Junior - Stadium Jumping		40

Buttons:  Class Number

When you add an Event to your show the event is assigned the number specified in **Class Number**. The go arounds/phases are numbered with dot n notation, i.e. 1.1, 1.2, 1.3. Events and go around/phases are at lower level classes but they are special and handled by ShowPro accordingly. Go around/phases are very close to regular classes in that they are scheduled, placed, drawn/ordered just like regular classes, the main difference is that they know they are part of an Event and behave properly in that role but for your purposes they are very much like regular classes in virtually every respect. Events on the

other hand serve as a grouping mechanism for go around/phases and have practically no resemblance to typical classes.

No.	Class Name
1	Junior Cutting - Open
2	Open Derby
3	Non Pro Derby

To the left are classes on the Show Screen. Class 1 is an AQHA stand alone class. Classes 2 and 3 are actually NRCHA Events. The go arounds are not shown here although they could be displayed by clicking the Manage Events button mentioned above.

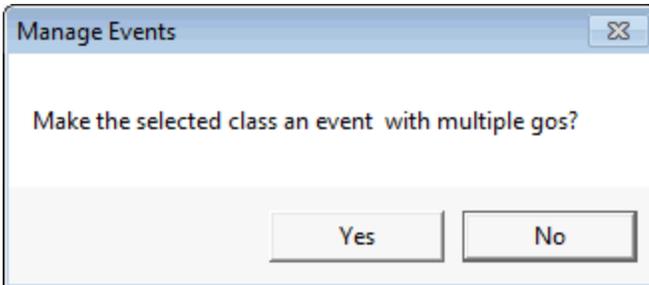
No.	Class Name
1	Junior Cutting - Open
2.1	Open Derby - Herd
2.2	Open Derby - Rein
2.3	Open Derby - Cow
3.1	Non Pro Derby - Herd
3.2	Non Pro Derby - Rein
3.3	Non Pro Derby - Cow

Now to the left is the Classes Screen/ Results Tab, here the go arounds are displayed - so they can fulfill their role as practically normal classes - but the events are not shown, because they serve no purpose here.

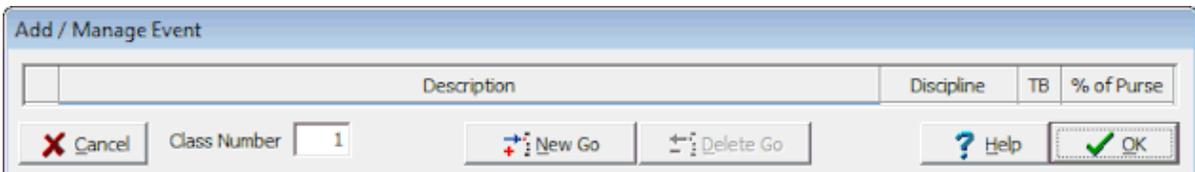
If you click on the Prize Money/Paybacks tab however then the events are displayed, because they now play a role, and the go arounds/phases are filtered because they do not play a role.

Through out the software, when events and go arounds/phases are in play either the events or the go around/phases will be listed according to what makes sense in that context, but you will never see both of them listed at the same time. Most of the time you will see the go around/phases listed, because they are most like regular classes, but where appropriate you will instead see the events listed.

We mentioned above that the **Manage Events button** can be used to turn any individual class into an event. When the selected class on the Show Screen is a typical stand alone class and you click the Manage Events button you'll see this prompt...



If you click Yes you'll see this...

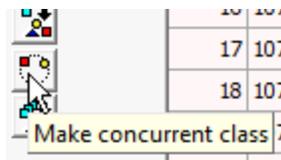


Using the Manage Events in this mode allows you to convert any class to an event and add go around/phases specific to your needs. Depending on the breed/discipline of the original class the Discipline drop down will contain the appropriate options to create your event the way you need it. For

example, you could turn an AQHA class into an event with the same go rounds as an NRCHA event, these events would then be compatible and could be run concurrently.

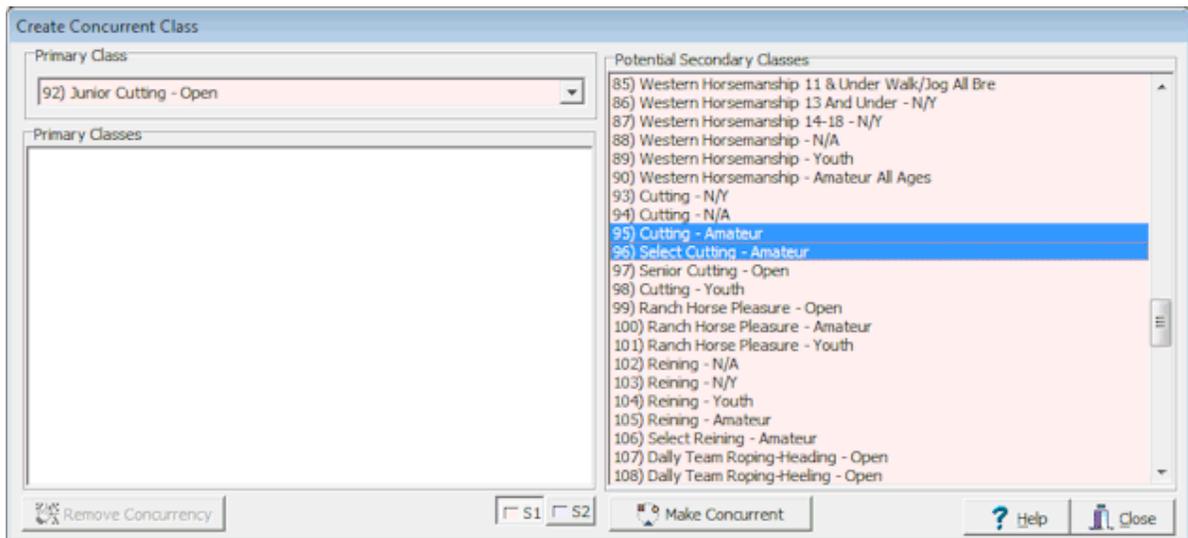
## Concurrency

It is very common in stock horse type shows for classes or events to be run concurrently. With concurrent classes there is a single primary class and one or more secondary classes. All of the entrants in one or more of the classes involved will appear in the entrants list for the primary class. The draw will be done on the primary class and all results, scoring, and scheduling will be done through the primary class. The secondary classes will not even appear in the schedule or in clip boards as they don't actually happen except that they are placed along with, and through, the primary class.



There is a **Make Concurrent Class** button in the set of smaller buttons on the Show Screen (File > Show) that you can use to bring up the **Create Concurrent Class** dialog box.

You select the single primary class and then one or more secondary classes, then you click the **Make Concurrent** button.



On the left will be displayed the list of already concurrent classes, you can select them and then click **Remove Concurrency** to remove the concurrency.

155	Western Horsemanship - Amateur
156	Amateur Western Horsemanship (DA)
157	Select Western Horsemanship - Amateur
158	Amateur Select Western Horsemanship (DA)
159	Trail - Youth
160	All Age Youth Trail (DA)

Where concurrent classes are listed on the Classes and Show Screens some color coding will be used to show the concurrency relationship.



On the Classes Screen to the left of the Entrants Table the little button to the left will appear when you are positioned on a primary class. Clicking this button will cause everyone that did not enter the actual primary class - those that are there only because they entered a secondary class - to be filtered from the list of entrants, this enables you to see the actual entrants of the primary class. The list is maintained this way only until you click off of the primary class.

As mentioned above all placing and entering of scores or status is done through the primary class, as you enter the information you'll see that it filters through to the secondary classes - they are placed and scored automatically as you operate on the primary class.

**See Also**

- [Creating The Class List](#) <sup>89</sup>
- [Hunter Jumper Classes](#) <sup>89</sup>

## 6.5 Setting Up Fees



### Setting Up Fees

All editions of ShowPro support **Show Fees** which are for example feed and bedding items, organization fees, campers, and really anything else you need to charge on a statement, show fees are completely configurable.

The Professional Edition of ShowPro supports **Class Fees**. These fees are associated with classes and are for example add fees, scratch fees, rode did not enter fees, jumper nomination fees, hunter/equitation fees, and a few other special purpose fees. These fees can be set to charge automatically and are a revenue enhancer for the horse show. These types of fees can be configured as show fees in the Standard and Lite Editions but class fees are a labor saving as well as a revenue enhancing feature.

In This Section	See Also
<a href="#">Show Fees</a> <sup>98</sup>	<a href="#">Setting Up Your Show</a> <sup>82</sup>
<a href="#">Class Fees</a> <sup>100</sup>	<a href="#">Setting The Basic Information</a> <sup>82</sup>
<a href="#">Blanket/Day Fees</a> <sup>102</sup>	<a href="#">Show Parameters</a> <sup>84</sup>
<a href="#">Package Fees</a> <sup>103</sup>	<a href="#">Sub Shows</a> <sup>86</sup>
	<a href="#">Creating The Class List</a> <sup>89</sup>
	<a href="#">Setting Up Judges</a> <sup>104</sup>
	<a href="#">Setting Up Prize Money</a> <sup>106</sup>
	<a href="#">Stall Types</a> <sup>111</sup>
	<a href="#">Breeds</a> <sup>113</sup>
	<a href="#">Creating Entries</a> <sup>114</sup>
	<a href="#">Enterable Sections</a> <sup>120</sup>
	<a href="#">The Show Schedule</a> <sup>122</sup>
	<a href="#">Championship Points</a> <sup>126</sup>
	<a href="#">Reserved Stalls</a> <sup>128</sup>
	<a href="#">Points Tables</a> <sup>130</sup>
	<a href="#">High Points</a> <sup>131</sup>
	<a href="#">Score Sets</a> <sup>133</sup>

[Back Numbers](#) <sup>136</sup>

[Setting up Grand and Reserves](#) <sup>138</sup>

[Judges Cards](#) <sup>142</sup>

[Scoreboard Formats](#) <sup>144</sup>

## 6.5.1 Show Fees



### Show Fees

When you select Show Fees from the Data Menu the following dialog is displayed...

The **Breed/Discipline** drop down allows you to have an All Disciplines/Breeds category of fees for general fees that apply to all breeds/disciplines and separate categories for fees specific to each breed/discipline in your show. Unless you have a lot of fees for different breeds/disciplines it probably makes sense to just put everything under All Disciplines/Breeds.

The fee categories you see to the left above were created by clicking the New button. The left side of this dialog is actually the same, now hopefully familiar, creation/editing device that is used throughout ShowPro.

This dialog has the same Add, Remove, Up, and Down buttons as the Show Screen and they work in the same fashion.

**Note:** Do not set up stall or tack stall fees as these are handled differently by ShowPro.

Below some fees have been added using the **Add** button. The check in the "H" column will cause that fee to be automatically charged to every horse. A check in the "R" column would cause a fee to be automatically charged to every rider.



The checks in the "N" column mark the fee as not refundable. These fees will not be removed from the entry with a Show Scratch.

Show Fees

Discipline/Breed  
All Disciplines/Breeds

Fees

- Late Fee
- Camper
- NSF Fee
- Exhibitor Fee
- Ag Soc Membership
- VIP Parking
- Scratch Fee
- Grooms' Passes
- Trailer-In Fee
- Box Seats
- USEF Fee
- USEF Sr Non-Member

Description  
Late Fee

Show Fees	Amount	H	R	N	A	B
USEF Fee	12.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
USEF Sr Non-Member	25.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
USEF Jr Non-Member	20.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
USHJA Non-Member Fee	20.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
USEF Discipline Fee	5.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
USEF Non-Member AM	30.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
USEF Affidavit Fee	5.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Tax A  
Name   Stalls  Classes Rate  %

Tax B  
Name   Stalls  Classes Rate  %

There are two tax categories **A** and **B** that can be configured. You must enter in a name for the tax to identify what it is. This name will appear on statements. Check the appropriate boxes on any fees and also the stalls and/or classes. Clicking on the **A** or **B** header in the table will toggle the entire row of check marks.

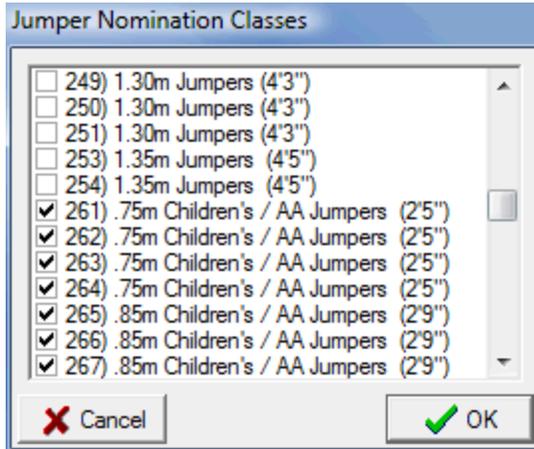
**Note:** Remember to set the fee amount. ShowPro will warn you if a fee has a zero amount when the dialog is closed.

A fee with a negative amount becomes a credit, there are situations where this can be useful.

### Jumper Nomination Fees

If you have the Professional Edition class fees have better support for jumper nomination fees and that is what you will use. If not you can have ShowPro charge a Jumper Nomination Fee automatically when appropriate by doing the following.

You must create a fee called "Jumper Nomination" first, then you can select the classes by choosing **Jumper Nomination Classes** from the **Data** menu, which will cause the following dialog box to be displayed...



One nomination fee will be charged to any entry that has anyone of the selected classes as an entered class. This will happen automatically.

If all classes requiring nomination fees are subsequently scratched, the nomination fee must be manually removed from the entry.

**Note:** If you have the Professional Edition, multiple jumper nomination fees and also late jumper nomination fees can be set up under Class Fees. The Professional jumper nomination fees available under Class Fees will be used instead of a Show Fee jumper nomination if you have the Professional Edition.

### Late Entry Fees

If you create a fee called "Late Entry" it will be automatically charged if the **Entries are closed** check box is checked in the Show dialog (Data > Show from the menu).

### Online Entry Credit

If you are using Horseshowing.com with online entry if you choose to you can create a fee named "Online Entry Credit" with a negative amount. If this "fee" exists the credit will be automatically applied to all entries that are received online from Horseshowing.com.

### See Also

[Setting Up Fees](#) <sup>97</sup>

[Class Fees](#) <sup>100</sup>

[Blanket/Day Fees](#) <sup>102</sup>

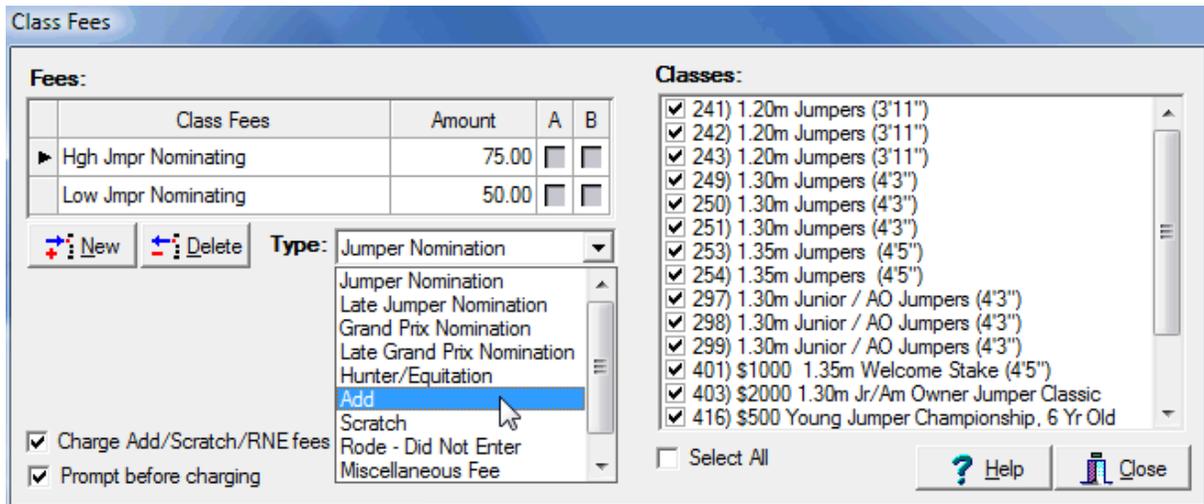
[Package Fees](#) <sup>103</sup>

## 6.5.2 Class Fees



### Class Fees

When you select Class Fees from the Data Menu the following dialog is displayed...



Here Jumper Nomination, Late Jumper Nomination, Add, Scratch, and Ride Not Entered fees can be created and attached to classes. The currently selected fee is attached to classes by checking the boxes next to the class names in the list. To create fees select the desired **Type** and then click the **New** button. Edit the name and set the amount appropriately. The **A** and **B** check boxes allow you to designate the fees as taxable using the taxes defined in [Show Fees](#).<sup>[98]</sup>

Checking **Charge Add/Scratch/RNE fees automatically** causes these fees to be charged automatically when appropriate.

Checking **Prompt before charging** causes a prompt to appear before class fees are automatically charged.

**Note:** Late jumper nomination fees, if configured, are charged when the Entries Closed check box is checked in Data > Show Parameters.

### Counted Fees

Counted fees are a class fee category that warrant some discussion. A Counted Fee is not itself really a fee, it causes the quantity of a Miscellaneous Show Fee of the same name to be incremented when a class the Counted Fee is associated with is entered. The Miscellaneous Fee must be named the same as the Class Fee, this is what makes them associated.

Counted Fees are extremely useful for DQP fees, cattle fees, open fees, amateur fees, or any kind of per class fee.

### Miscellaneous Fees

Miscellaneous Fees are assigned to one or more classes and are charged only once per entry.

### Hunter Equitation Fee

The Hunter Equitation Fee is similar to a jumper nomination fee except for Hunters and Equitation. An entry will be charged the Hunter Equitation Fee or a Jumper Nomination Fee if configured, whichever is the greater amount.

**Note:** Class fees are available in the Professional Edition only.

### See Also

[Setting Up Fees](#)<sup>[97]</sup>

[Show Fees](#)<sup>[98]</sup>

[Blanket/Day Fees](#) <sup>102</sup>  
[Package Fees](#) <sup>103</sup>

### 6.5.3 Blanket/Day Fees



#### Blanket/Day Fees

Blanket Fees or Day Fees can be set up by selecting the Blanket/Day Fee from the Data menu...

To the left is a simple list editor, your first step in setting up a blanket/day is to add an item to this list and edit the name to suit. Then it's a matter of selecting the options and selecting which classes will be involved.

You can set the trigger to be either the number of classes entered, a certain amount in class fees, or you can tie the blanket/day fee to a show fee. With the number of classes or the amount trigger when the condition is satisfied the blanket/day fee will be charged and the individual class fees for the classes involved in the fee will go to zero. When the trigger is set to show fee when that fee is charged the classes involved in the fee will go to zero. If you have multiple blanket/day fees with class sets that overlap each other you should use the fee triggers, otherwise you're likely to end up with both blanket/day fees being triggered which is most likely not what you want. The automatic triggers are great if you only have one fee per day but otherwise you'll probably need the extra control that you get with the show fee trigger. The show fee name by the way must contain one of the following: "blanket", "blkt", or "day fee" to show up in the fee selector drop down box, this is so we can filter so you don't have to pick through hay, shavings, etc. to find your fee.

In this show sub shows are being employed and sub show 1 is currently selected. You can assign classes from each sub show to a fee specific to the sub show or assign classes from multiple sub shows to the same fee.

The rest of the parameters should be self explanatory.

**Note:** To get a Day Fee effect you may have to create fees for each day of your show in each category selecting in the appropriate classes for each.

#### See Also

[Setting Up Fees](#) <sup>97</sup>

[Show Fees](#) <sup>98</sup>

[Class Fees](#) <sup>100</sup>

[Package Fees](#) <sup>103</sup>

## 6.5.4 Package Fees



### Package Fees

Package Fees are similar in principle to Blanket Fees but they operate differently and they allow you to include a stall as part of the package, when you select Package Fee Setup from the Data menu the following dialog box is displayed....

Package fees work in conjunction with a miscellaneous [show fee](#) <sup>98</sup>, that is where the amount of the package fee is set, and when the quantity of the miscellaneous fee is set to 1 the package fee is applied. You must set the **Trigger Fee** to identify which [show fee](#) <sup>98</sup> will cause the package fee to be applied, the name of the trigger fee must include "package" or "pkg" for it to show up in the Trigger Fee drop down box.

They will pay the package fee but all classes, except any *excluded* classes you have specified, and optionally a stall, will be free.

You can also optionally set a limit on the number of free classes they get and control whether they get the highest or lowest priced classes first.

### See Also

[Setting Up Fees](#) <sup>97</sup>

[Show Fees](#) <sup>98</sup>

[Class Fees](#) <sup>100</sup>

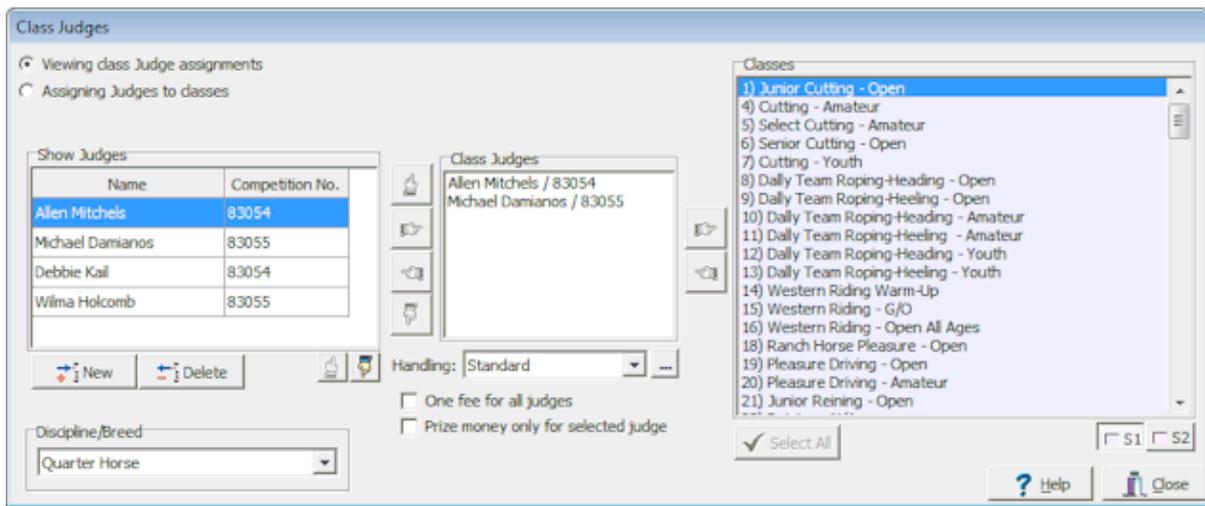
[Blanket/Day Fees](#) <sup>102</sup>

## 6.6 Setting Up Judges



### Setting Up Judges

Classes other than Hunter Jumper classes can have up to eight judges assigned to them. ShowPro has a tool that allows you to assign judges to your classes and also to view those assignments once they have been made. When you select Class Judges from the Data menu the following dialog is displayed...



Again this tool is used to set or to view your judge assignments, to view your judge assignments select **Viewing class Judge assignments**, to set your judge assignments select **Assigning Judges to classes**.

If you are using sub shows know that you'll have a distinct list of judges for each sub show. Names will probably be duplicated in the different sub shows but the competition numbers will probably be unique.

In most shows that have multiple judges each one has their own competition number, if that is the case for your show be sure to set their competition number, these numbers will be very important when submitting results, you may not be able to export results without them.

#### Setting Judges

To set your judges...

1. Select **Assigning Judges to classes**
2. If you're using sub shows make sure you have the correct one selected.
3. Build a set of one or more judges in the center box by pushing them over from the left most box.

4. If you're assigning more than one judge make sure the **One fee for all judges** check box is checked if you want **one class fee for all judges**, unchecked if you want the class fee to be applied **per judge**.
5. Select the classes in the right most box that should be assigned the set of judges you have built in the center box by dragging the mouse, Ctrl/clicking, or clicking **Select All**.
6. Click the right pointing hand to the right of the Class Judges box to assign the set of judges to the selected classes.

### Viewing Judges

1. Select **Viewing class Judge assignments**
2. Click on any class in the right most box to see the assigned judges in the center box.

There are some options that you can set that may be important to you, the Handling drop down box defaults to Standard, there is also an MOS (Majority Opinion Scoring) option, a Danish Scoring option, and by clicking the ellipsis button you can create your own aggregating handlers with parameters that you choose. For example you can specify that scores be added or averaged to arrive at one set of placings. The MOS and aggregating options result in a single set of placings. When you set MOS or a custom aggregator it makes scoring tools available on the classes screen though the little button that appears when you select a class with the special handling...



depending on the handling selected the MOS or custom scoring tool will appear, these will allow you to score and place the class.

The **Danish Scoring** option currently just triggers a special prize money handling mode, when active rather than prize money being determined by placing it is determined by a letter representing a ribbon color in the ? column of the entrants table on the classes screen, a 'B' will be awarded 1st place prize money, a 'R' will be awarded 2nd place prize money, a 'Y' will be awarded 3rd place prize money and a 'W' will be awarded 4th place prize money. The prize money amounts are configured in the prizes table as normal. Further support for the Danish Scoring system may be added in the future if we determine there is a need for it.

### See Also

[Setting Up Your Show](#) <sup>82</sup>

[Setting The Basic Information](#) <sup>82</sup>

[Show Parameters](#) <sup>84</sup>

[Sub Shows](#) <sup>86</sup>

[Creating The Class List](#) <sup>89</sup>

[Setting Up Fees](#) <sup>97</sup>

[Setting Up Prize Money](#) <sup>106</sup>

[Stall Types](#) <sup>111</sup>

[Breeds](#) <sup>113</sup>

[Creating Entries](#) <sup>114</sup>

[Enterable Sections](#) <sup>120</sup>

[The Show Schedule](#) <sup>122</sup>

[Championship Points](#) <sup>126</sup>

[Reserved Stalls](#) <sup>128</sup>

[Points Tables](#) <sup>130</sup>

[High Points](#) <sup>131</sup>

<a href="#">Score Sets</a> <sup>133</sup>
<a href="#">Back Numbers</a> <sup>136</sup>
<a href="#">Setting up Grand and Reserves</a> <sup>138</sup>
<a href="#">Judges Cards</a> <sup>142</sup>
<a href="#">Scoreboard Formats</a> <sup>144</sup>

## 6.7 Setting Up Prize Money



### Setting Up Prize Money

Depending on what you're doing your prize money handling needs are going to be different, on the Classes Screen > Prize Money tab there is a drop down that lets you specify how you want the prize money handled for the currently selected class.

If your show is pure Hunter Jumper these options will not appear and all classes will default to the Standard Addback/Jackpot option.

Depending on which option is selected the prize money/payback tab will change to the Prize Money (Standard or Addback/Jackpot) tab or to the Paybacks tab. In addition if you select one of the NRHA options there will be some changes to the Paybacks tab specific to NRHA.

In This Section	See Also
<a href="#">Standard or Addback/Jack Pot</a> <sup>107</sup>	<a href="#">Setting Up Your Show</a> <sup>82</sup>
<a href="#">Paybacks</a> <sup>110</sup>	<a href="#">Setting The Basic Information</a> <sup>82</sup>
	<a href="#">Show Parameters</a> <sup>84</sup>
	<a href="#">Sub Shows</a> <sup>86</sup>
	<a href="#">Creating The Class List</a> <sup>89</sup>
	<a href="#">Setting Up Fees</a> <sup>97</sup>
	<a href="#">Setting Up Judges</a> <sup>104</sup>
	<a href="#">Stall Types</a> <sup>111</sup>
	<a href="#">Breeds</a> <sup>113</sup>
	<a href="#">Creating Entries</a> <sup>114</sup>
	<a href="#">Enterable Sections</a> <sup>120</sup>
	<a href="#">The Show Schedule</a> <sup>122</sup>
	<a href="#">Championship Points</a> <sup>126</sup>
	<a href="#">Reserved Stalls</a> <sup>128</sup>
	<a href="#">Points Tables</a> <sup>130</sup>
	<a href="#">High Points</a> <sup>131</sup>
	<a href="#">Score Sets</a> <sup>133</sup>
	<a href="#">Back Numbers</a> <sup>136</sup>
	<a href="#">Setting up Grand and Reserves</a> <sup>138</sup>
	<a href="#">Judges Cards</a> <sup>142</sup>
	<a href="#">Scoreboard Formats</a> <sup>144</sup>

## 6.7.1 Standard or Addback/Jack Pot



### Standard or Addback/Jack Pot

Entering prize money can be quite a task. The author of ShowPro worked in a horse show office and was asked to enter the prize money and came home that night and implemented prize money templates in ShowPro.

Many classes have identical prize money configurations and you can create a template in ShowPro for each unique configuration. Once you have created the templates that you need, the prize money for a class can be set with two mouse clicks, one to select the template and one to set the prize money.

The prize money templates can be toggled between money and percentage mode using the **\$** and **%** buttons. If your percentages total 100% you can just set the total money and the money for each place will be calculated automatically. The percentages default to 30,22,15,12,11,10 which does add up to 100%.

To use the percentage feature your percentages must be whole numbers that add up to 100%. If you just assign arbitrary dollar amounts the corresponding percentages may not even be close to whole numbers, for Example...

Total prize money offered \$225

Place	Prize Money	Percentage
1	90.00	40%
2	55.00	24.4444444444% OMG!!
3	35.00	15.5555555555% UGH!!
4	25.00	11.1111111111%
5	10.00	4.4444444444%
6	10.00	4.4444444444%

If you are using arbitrary dollar amounts you can set your percentages such that they do not add up to 100% and ShowPro will ignore them (the example above will certainly not add up to 100%). You can then type in whatever dollar amounts you want.

More and more often prize money is specified in prize lists by percentage so when that is the case using the percentages makes creating your templates very easy.

Below the money option is selected and dollar amounts are displayed...

The screenshot shows the ShowPro (USEF) software interface for 'Country Heir II - Lexington, Kentucky'. The 'Prize Money' tab is active, displaying two main sections: 'Prize Money Templates' and 'Add Back Templates'.

**Prize Money Templates:**

\$ Total	\$ 1	\$ 2	\$ 3	\$ 4	\$ 5	\$ 6
900.00	180.00	132.00	90.00	72.00	66.00	60.00
1500.00	450.00	330.00	225.00	180.00	165.00	150.00
1200.00	360.00	240.00	180.00	156.00	144.00	120.00
1000.00	300.00	200.00	150.00	130.00	120.00	100.00
800.00	240.00	160.00	120.00	104.00	96.00	80.00
750.00	225.00	150.00	112.50	97.50	90.00	75.00
575.00	172.50	126.50	86.25	51.75	46.00	34.50
500.00	170.00	100.00	80.00	60.00	50.00	40.00

**Add Back Templates:**

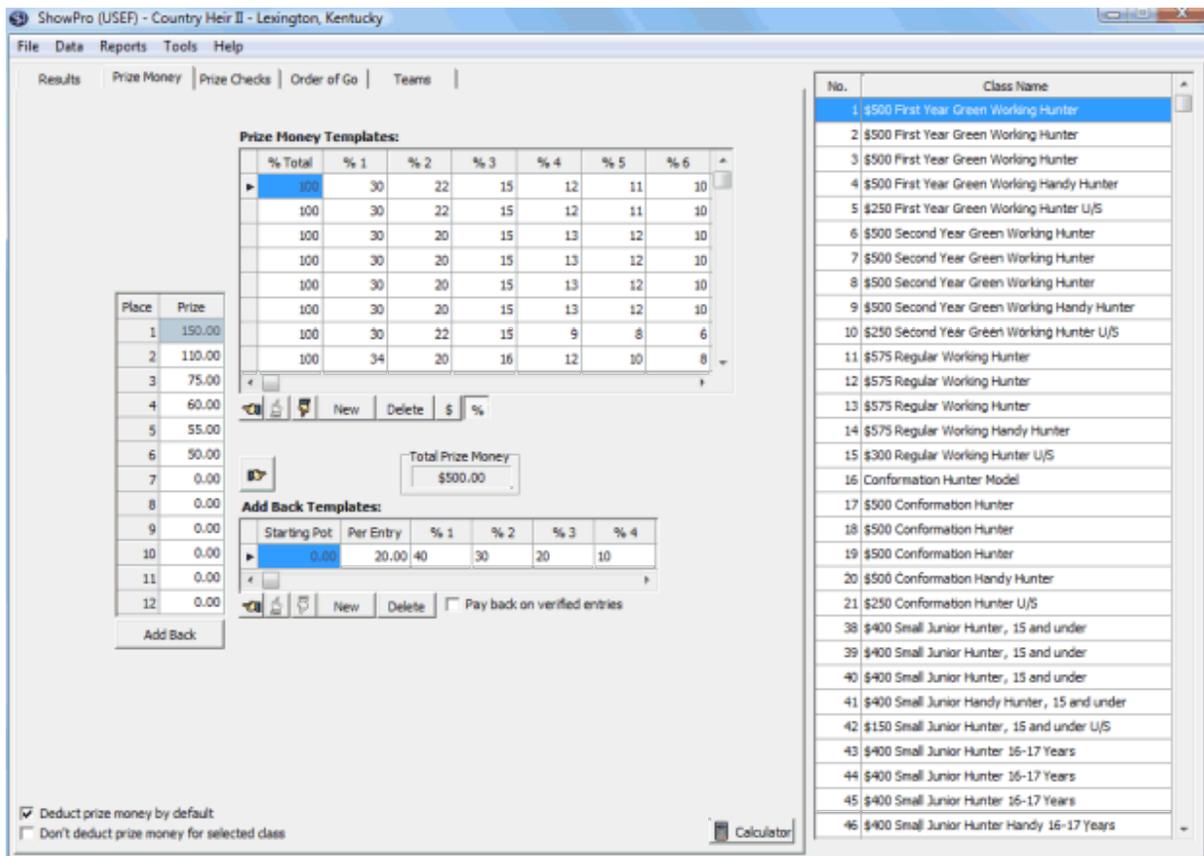
Starting Pot	Per Entry	% 1	% 2	% 3	% 4
0.00	20.00	40	30	20	10

The 'Total Prize Money' is displayed as \$500.00. The 'Add Back' section includes a table with columns for 'Place' and 'Prize', and a 'Pay back on verified entries' checkbox.

At the bottom left, there are checkboxes for 'Deduct prize money by default' (checked) and 'Don't deduct prize money for selected class' (unchecked). A 'Calculator' icon is visible at the bottom right.

On the right side of the window, a list of classes is shown, including '1 \$500 First Year Green Working Hunter' through '46 \$400 Small Junior Hunter Handy 16-17 Years'.

Below the percent option is selected and the percentages are displayed...



The **Deduct Prizes check box** is what determines if you will be deducting prize money from the statements for this show by default.

The **Don't deduct prize money for selected class** check box allows you to override the default setting for the currently selected class, this could be important if you have one or a few classes that have a lot of prize money - you may not want to deduct it from the bills, although you may want to deduct the smaller prize money classes.



This row of buttons is used to work with the templates and works identically for the prize money and add back templates.



Use this button to set the prize money for the currently selected class using the currently selected template.



Use this button to move the template up in order. This allows you to group the templates you will be using for a show next to each other so you can locate them quickly.



Use this button to move the template down in order. This allows you to group the templates you will be using for a show next to each other so you can locate them quickly.



Use this button to create a new template.



Use this button to delete a template.



Use these buttons to select money or percent mode. As mentioned above, unless your percentages are whole numbers that add up to 100% stick to money.



You can remove all prize money from the currently selected class by clicking the Remove Prize Money Button.

Starting Pot	Per Entry	# Judged	Total Pot
175	18	0	175

If you have an Add Back attached to your class the parameters are displayed

Total Prize Money
\$125.00

Otherwise the total prize money is displayed. In either case you have what you need to see at a glance that the prize money for the class is correct.

#### See Also

[Setting Up Prize Money](#) <sup>106</sup>

[Paybacks](#) <sup>110</sup>

## 6.7.2 Paybacks



### Paybacks

For Paybacks you must first have the correct option selected for the class and then there are some parameters to set. To make the setup easier you create template of the parameters, then it is just a matter of selecting and "pushing" the template into the class. Once the Payback is set it will be calculated automatically as the number of entrants change.

ShowPro has built-in payback tables for the organizations that we support and you can also create your own custom tables.

The screenshot shows the 'PaybackTables' dialog box. At the top, there is a dropdown menu for 'Tables' with 'NRHA Payback Schedule A' selected. Below the dropdown are 'New' and 'Delete' buttons. The main area is a grid with columns numbered 6 through 20. The first row is highlighted in blue and contains values for 'NRHA Payback Schedule A'. Subsequent rows show values for 'NRHA Payback Schedule B', 'NSBA Payback Schedule', and 'NRCHA Payback Schedule'. The grid contains numerical values representing payback amounts for different stall types and breeds.

Payback Tables is available on the Data menu.

**See Also**

[Setting Up Prize Money](#) <sup>106</sup>

[Standard or Addback/Jack Pot](#) <sup>107</sup>

## 6.8 Stall Types



### Stall Types

The Professional Edition of ShowPro supports multiple stall types. Stall types allow you to have more than one classification of stall. When you select Stall Types from the Data menu the following dialog is displayed...

The screenshot shows the 'Stall Types' dialog box. It contains two tables: 'Stalls' and 'Tack Stalls'. Both tables have columns for 'Ab', 'Name', 'Count', and 'Fee'. The 'Stalls' table shows 'S Standard' with a count of 1 and a fee of 175.00, and 'P Premium' with a count of 1 and a fee of 210.00. The 'Tack Stalls' table shows 'S Standard' with a fee of 175.00 and 'P Premium' with a fee of 210.00. Below each table are 'New' and 'Delete' buttons. At the bottom right are 'Help' and 'Close' buttons.

You will always have a minimum on one stall type and one tack stall type but in the above example a Premium tack stall type and several stall types have been created. Below the Count drop down is shown dropped down. The count parameter allows you to have stall types for

partition alterations, you can create a stall type to handle the situation where someone moves a partition to create a stall and a half for example. ShowPro will count this stall as 1 1/2 stalls which will cause your stall counts to be properly maintained.

You can create an unlimited number of stall and tack stall types. They will be identified on the stall report and also on financial reports.

The one letter abbreviations for the stall types are used on the Entry Screen to denote the stall type. You set the stall type appropriately here for the entry.

There are similar controls on the Trainer Account dialog for setting the stall quantities there.

### See Also

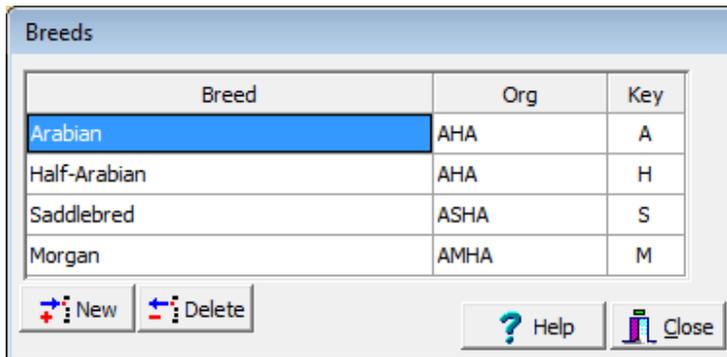
- [Setting Up Your Show](#) <sup>[82]</sup>
- [Setting The Basic Information](#) <sup>[82]</sup>
- [Show Parameters](#) <sup>[84]</sup>
- [Sub Shows](#) <sup>[86]</sup>
- [Creating The Class List](#) <sup>[89]</sup>
- [Setting Up Fees](#) <sup>[97]</sup>
- [Setting Up Judges](#) <sup>[104]</sup>
- [Setting Up Prize Money](#) <sup>[106]</sup>
- [Breeds](#) <sup>[113]</sup>
- [Creating Entries](#) <sup>[114]</sup>
- [Enterable Sections](#) <sup>[120]</sup>
- [The Show Schedule](#) <sup>[122]</sup>
- [Championship Points](#) <sup>[126]</sup>
- [Reserved Stalls](#) <sup>[126]</sup>
- [Points Tables](#) <sup>[130]</sup>
- [High Points](#) <sup>[131]</sup>
- [Score Sets](#) <sup>[133]</sup>
- [Back Numbers](#) <sup>[136]</sup>
- [Setting up Grand and Reserves](#) <sup>[138]</sup>
- [Judges Cards](#) <sup>[142]</sup>
- [Scoreboard Formats](#) <sup>[144]</sup>

## 6.9 Breeds



### Breeds

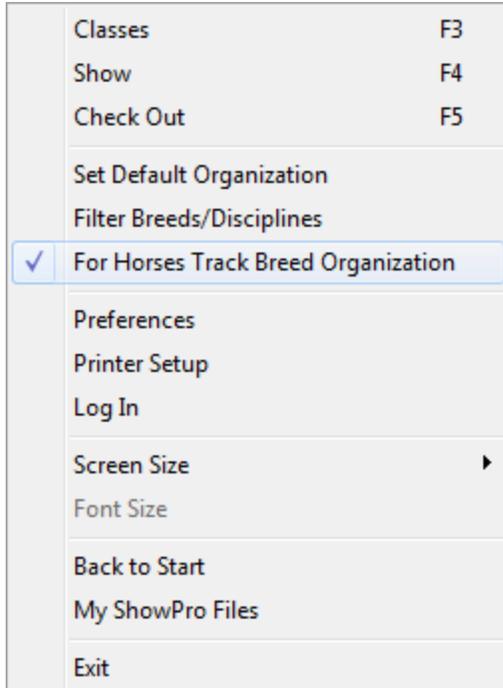
If you're doing shows involving multiple breeds it is worthwhile to setup a list of breeds. When you select Breeds from the Data menu the following dialog is displayed...



Here you can associate an organization with the breed and also a hot key.

When you arrive on an entry with a horse that has it's breed set, if an organization is associated with that breed, the registration number (if any) for that organization will be displayed.

When creating a new entry you can switch the organization for the horse using Ctrl+Alt+the hot key.



On the File menu there is an option to have horse organization track the breed of the horse. If you arrive on an entry where the horses breed is set to Arabian the AHA registration number will be displayed. If the breed is set to Saddlebred the ASHA registration number will be displayed.

People numbers are unaffected by this, they will stay at the default organization which in many cases will be USEF.

The breed drop down box on the Entry Screen...

Sex G	Foaling Date 04/21/1989	Color Chestnut	Height 15.3	Breed Morgan
----------	----------------------------	-------------------	----------------	-----------------

### See Also

<a href="#">Setting Up Your Show</a>	82
<a href="#">Setting The Basic Information</a>	82
<a href="#">Show Parameters</a>	84
<a href="#">Sub Shows</a>	86
<a href="#">Creating The Class List</a>	89
<a href="#">Setting Up Fees</a>	97
<a href="#">Setting Up Judges</a>	104
<a href="#">Setting Up Prize Money</a>	106
<a href="#">Stall Types</a>	111
<a href="#">Creating Entries</a>	114
<a href="#">Enterable Sections</a>	120
<a href="#">The Show Schedule</a>	122
<a href="#">Championship Points</a>	126
<a href="#">Reserved Stalls</a>	128
<a href="#">Points Tables</a>	130
<a href="#">High Points</a>	131
<a href="#">Score Sets</a>	133
<a href="#">Back Numbers</a>	136
<a href="#">Setting up Grand and Reserves</a>	138
<a href="#">Judges Cards</a>	142
<a href="#">Scoreboard Formats</a>	144

## 6.10 Creating Entries

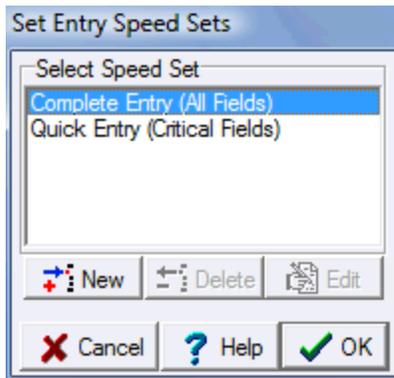


### Creating Entries

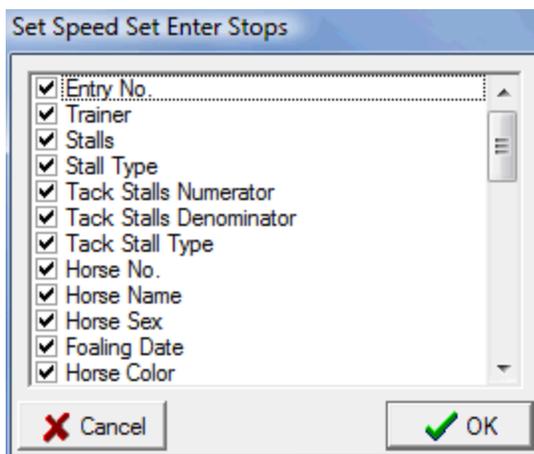
Creating entries can be a lot of work, ShowPro tries to do everything possible to keep the amount of effort required to a minimum. Once your database is populated with horses and people entries go in very quickly because ShowPro knows who the owners of the horses are and when you add a horse to an entry it automatically adds those owners.

If you're building your database from scratch it gets a little more labor intensive. To make things even more difficult many shows do not get many pre-entries and the secretaries may find themselves with a line of 50 or more people in front of them on the morning of the show with entry forms in their hands. In order to get class sheets out those entries, or a good number of them anyway, need to be entered into the computer.

To get class sheets out though you only need some basic information, the rest of the entry could be completed later. To make things as easy and flexible as possible ShowPro provides Entry Speed Sets, when you select Entry Speed Sets from the **Tools** menu the following dialog box is displayed...

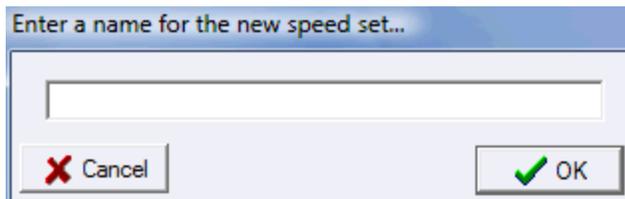


**Entry Speed Sets** allow you to create different behaviors on the Entry Screen to suit what you're trying to accomplish. They allow you to set which fields the cursor stops at. Notice to the left you have Complete Entry (All Fields) and Quick Entry (Critical Fields). The Complete Entry speed set contains all the fields and cannot be edited. The Quick Entry speed set has only the critical fields selected and it can be edited, you would use this setting when you had that line of 50 competitors in front of you. You can also create your own speed sets by clicking the **New** button.



When you click the **New** button or the **Edit** button the dialog box to the left is displayed. You check the boxes for the fields you want the cursor to stop at when you press **Enter**. The **Tab** key always causes the cursor to advance to the next field - speed sets are not taken into account when the Tab key is pressed. Speed sets *are* taken into account when the **Enter** key is pressed. This gives you some extra flexibility, even if you're using a speed set that leaves some fields out you can always **Tab** into those fields if you want at a particular time.

If you hold the **SHIFT** key down the Tab or Enter key causes the previous field to be selected, you go backwards.



When you create a new speed set you'll be prompted to give it a name.

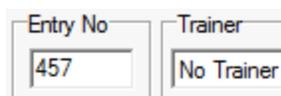
The following instructions for creating an entry assume the Quick Entry speed set is selected. There are five things that will happen in sequence to create the entry.

**First**, start a new entry.



Press **F1** or click the **New** button in the lower left hand corner of the screen. This creates a new entry and automatically positions the cursor in the **Entry Number** edit box.

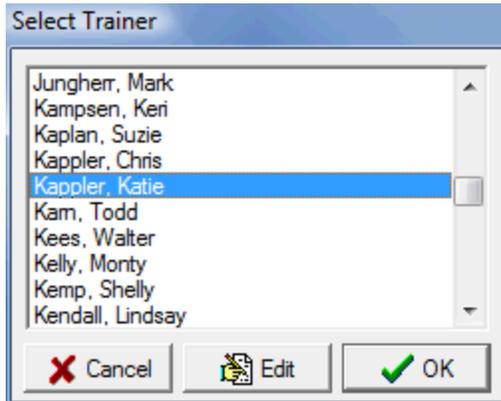
**Second**, establish the entry number. If you're auto numbering you will skip this step.



Type the entry number into the **Entry Number** edit box. The number must be a valid numeric value, greater than or equal to one. When you have typed in

the number, press Enter. Pressing **Enter** will automatically display the Trainer Selection dialog.

**Third**, identify the trainer.



Use the arrow keys to select the correct trainer and press **Enter**. If you do not want to select a trainer press **ESC**. You may also click the Edit button to add a new trainer or to edit an existing trainer.

When the Select Trainer dialog closes the cursor will be automatically positioned in the horses organization number edit box.

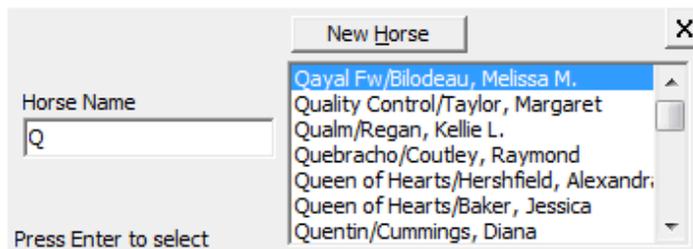
**Fourth**, identify the horse

USEF No.

If you know the horses number, type it into the horse organization edit box and press **Enter**. If you do not know the horses number, just press enter in the empty box and the cursor will automatically advance to the horses name edit box.

**Note:** If you know the horses number and that horse is in your database, typing in the horses number and pressing Enter as described above will pull up the horse and up to three owners from the database and add them to the entry. If this happens, you have completed the five step sequence.

If you were lucky enough to have the horses number, you may be almost done with you entry.



Otherwise, as soon as you start typing the box to the left will appear

At this point there are a number of different things that can happen...



By the time you type a few characters you will have narrowed the list to the point where it will be apparent if the horse you want is in the database. If it is you can select it with the arrow keys and press Enter, otherwise press **Alt/H** on the keyboard or click the **New Horse** button.

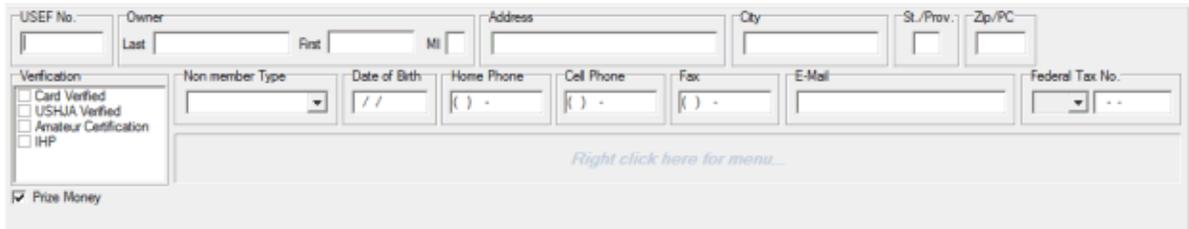


If you pressed **Alt/H** or clicked the **New Horse** button an edit box will appear containing what you had typed so far, continue typing in the name and then press **Enter**.

The new horse will be added to the entry.

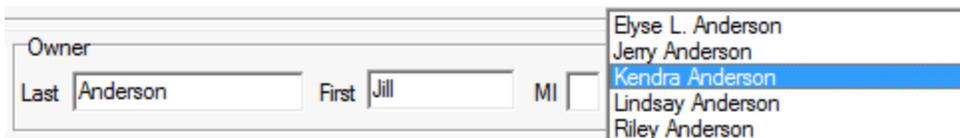
**Fifth**, identify the owner.

When you identified the horse in step three if that horse was already in the database chances are you have completed step five as well and your horses owners have been identified and pulled up onto the entry. If your owner has not been identified at this point, ShowPro will automatically add a blank owner to the entry, and position the cursor in the owners organization number edit...



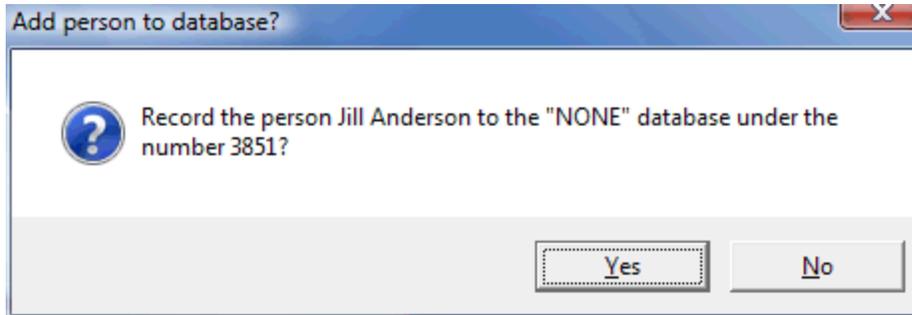
If you know the owners organization number type it in and press **Enter**. If a person is recorded in the database for the selected organization with the number you typed in, that person will be pulled up and added to the entry. If a person is not recorded in the database for the selected organization with the number you typed in, ShowPro™ will assume that you intend to add the person to the database under that number and the cursor will advance to the last name edit box.

Type in the last name and then press **Tab** to advance the cursor to the first name field and type in the first name. Now if you have a middle initial press **Tab** to advance to the middle initial field and type it in, otherwise leave it blank. Pressing Enter in any of the name fields will cause ShowPro™ to look for that person in the database.



If there had been a perfect match in the database for "Jill Anderson" she would have been simply added to the entry as the horses owner. Because there was not a perfect match the closest matches are being displayed. If one of the people in the list is the actual owner, highlight it using the arrow keys and

press **Enter**. The person will be added to the entry as the owner. If none of the people in the list is the intended owner, press **ESC** and you will be asked if you want to add the person to the database...



If you click **Yes** (or press **Enter**) the person will be added to the database and the entry as the owner of the horse.

**Note:** You have now added a new entry, established the entry number, identified the trainer, identified the horse, and identified the horses owner. The five step sequence is complete, but you are not yet done with this entry.

Once the owner is identified the **Classes** edit box will become visible. If the owner is a rider, type in the list of classes and press **Enter**...



and press **Enter** after each class or separate the classes by spaces and press **Enter** once at the end.

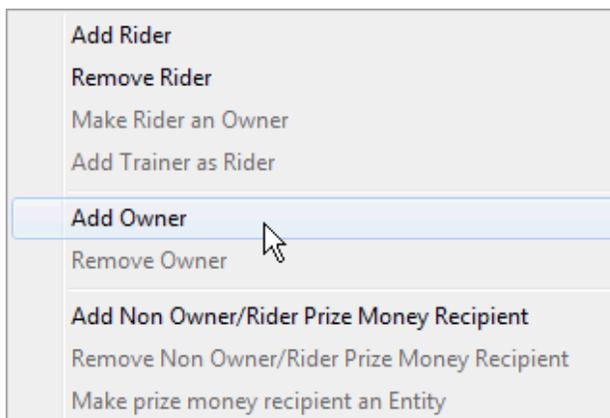


Some people prefer to activate the Add/Scratch box by clicking the ellipsis button (or press **F9**) and add their classes there.

### Adding Additional Owners/Riders/Non Owner/Rider Prize Money Recipients - The Popup Menu



When you right click in the box above the menu below appears. This allows you to add additional owners



(up to 3), riders, or non owner/rider prize money recipients for up to a total of six people on the entry. You can add the trainer as a rider which is a convenience and do all the required manipulation of the people on the entry.

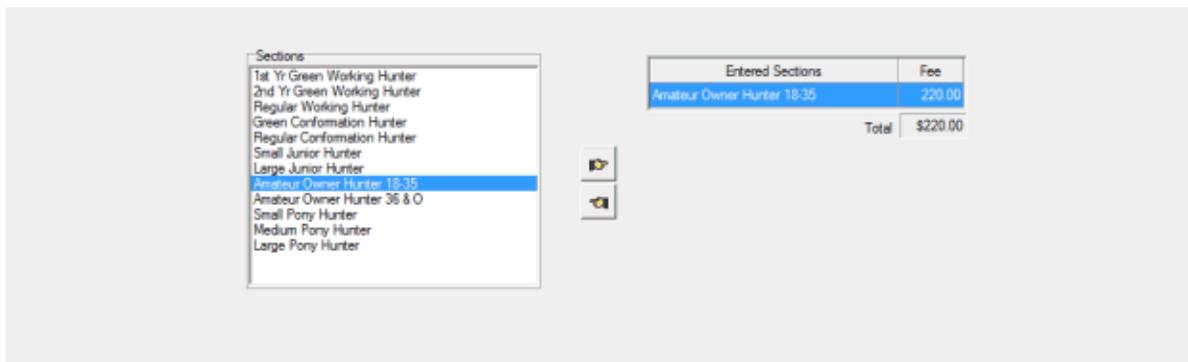
Add non owner/rider prize money recipients only when the desired prize money recipient is not already on the entry as an owner or rider.

## Entities

Notice in the menu above the **Make Owner an Entity** item. This allows you to merge the person last name, first name, and middle initial fields into one long field to contain the name of a farm or a company. The item you are converting to an entity may never have been entered in a class and may not enter any classes once it becomes an entity - entities obviously cannot show horses, they can however own them.

## Adding By Section (Hunter Jumper Only)

For Hunter Jumper entries, if you have [Enterable Sections](#)<sup>[120]</sup>, you can add classes by section on the **Sections** tab...



By selecting the section on the left and pushing it over to the right you can enter the horse and the currently selected person in all the classes of the section.

## See Also

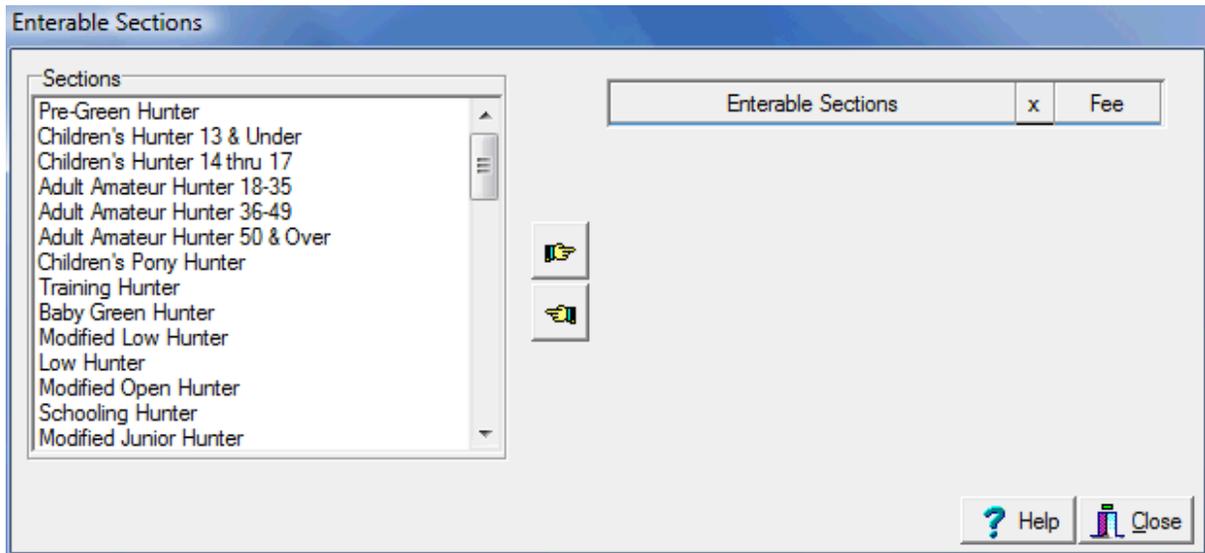
<a href="#">Setting Up Your Show</a>	[82]
<a href="#">Setting The Basic Information</a>	[82]
<a href="#">Show Parameters</a>	[84]
<a href="#">Sub Shows</a>	[86]
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<a href="#">Setting Up Prize Money</a>	[106]
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<a href="#">Scoreboard Formats</a>	[144]

## 6.11 Enterable Sections

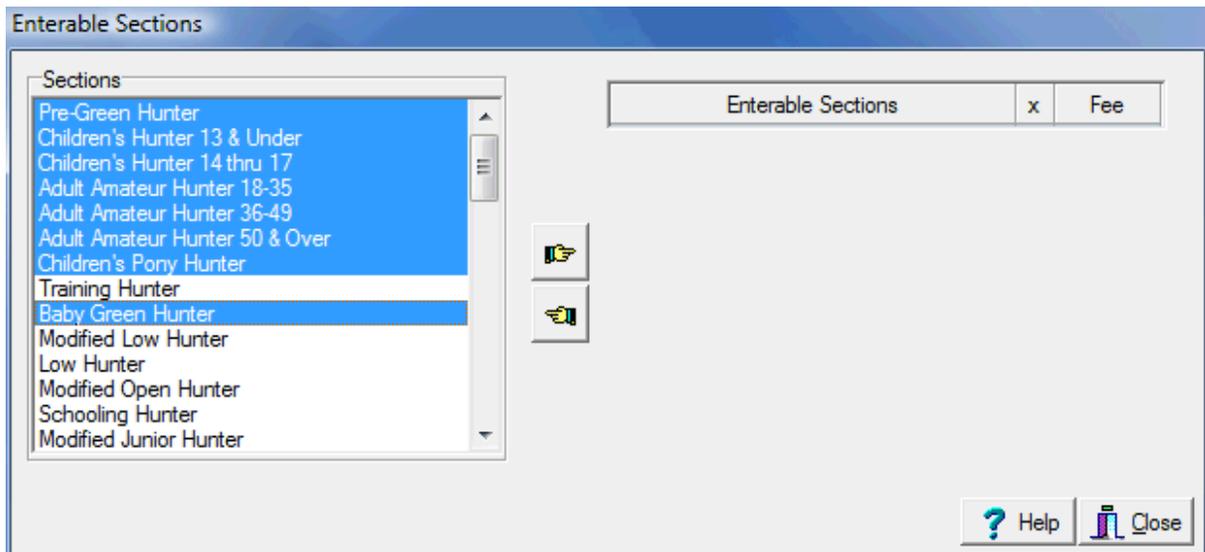


### Enterable Sections

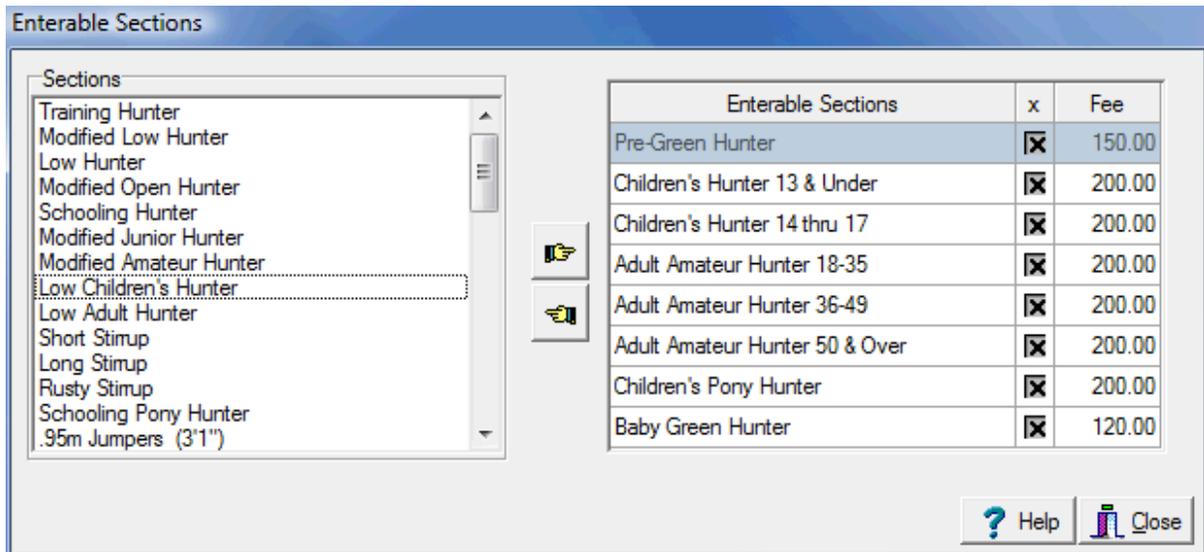
When you select Enterable Sections from the Data Menu the following dialog is displayed...



You may select as many sections as you like from the left side by clicking and dragging and/or CTRL/clicking...



And make them enterable by clicking the **Add** button...



If the check box is checked, the section fee will be charged if one or more classes in the section are entered. If the check box is not checked, individual class fees will be charged unless all classes in the section are entered.



You may remove a section from the enterable list by highlighting it and clicking the **Remove** button.

The section fee will default to the total fees of the individual classes. You may edit that fee here.

#### See Also

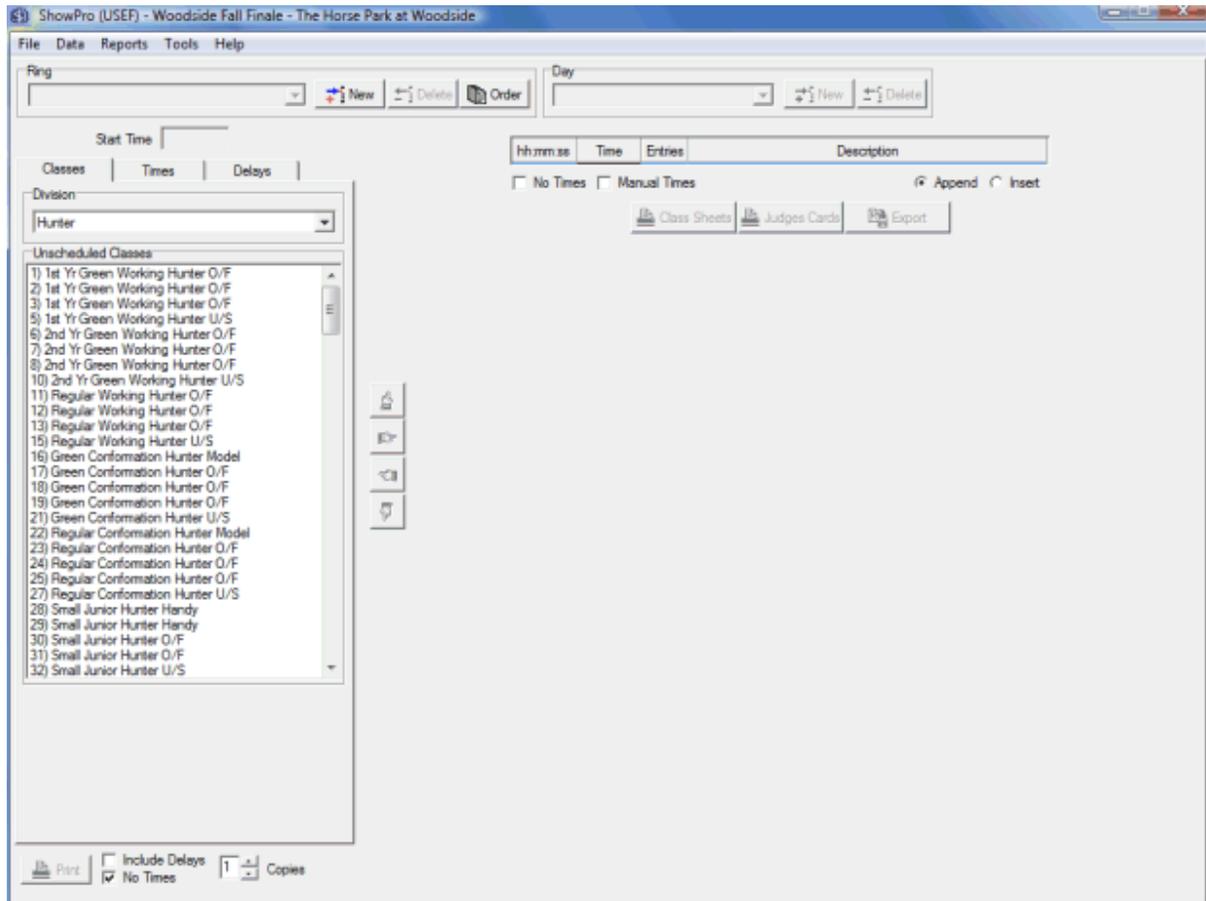
- [Setting Up Your Show](#) <sup>82</sup>
- [Setting The Basic Information](#) <sup>82</sup>
- [Show Parameters](#) <sup>84</sup>
- [Sub Shows](#) <sup>86</sup>
- [Creating The Class List](#) <sup>89</sup>
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- [Points Tables](#) <sup>130</sup>
- [High Points](#) <sup>131</sup>
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- [Scoreboard Formats](#) <sup>144</sup>

## 6.12 The Show Schedule



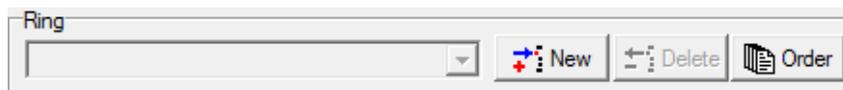
### The Show Schedule

When you select **Show Schedule** from the **Tools** menu, the following screen is displayed...

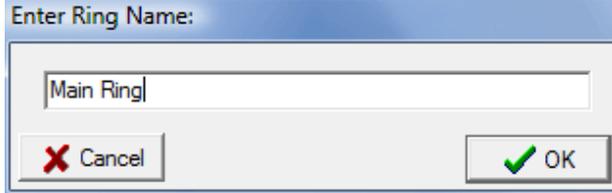


This screen provides an interface for creating a show schedule. For Hunter Jumpers the estimated times of your classes can be determined automatically by setting some parameters for the different types of Hunter Jumper classes. You can also enter times manually and for disciplines/breeds other than Hunter Jumper you must enter them manually, the automatic times are not supported at this time.

To create your schedule...



The first step is to create a ring by clicking the **New Ring** button.

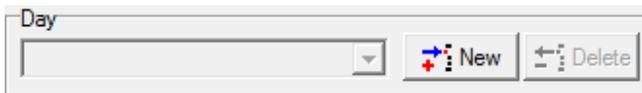


The dialog box titled "Enter Ring Name:" features a text input field containing "Main Ring". Below the field are two buttons: "Cancel" with a red 'X' icon and "OK" with a green checkmark icon.

Type in the name of your ring, and click **Ok**.

Clicking the **Order** button will display a box that will allow you to change the order that your rings appear in your list and more importantly the order they appear on your printed schedules.

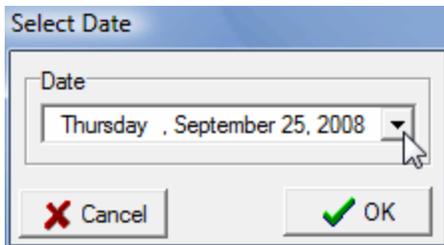
**Note:** You will only create one ring for each actual ring that you are using for your show. You may, and probably will have several days for each ring but you should only create each ring one time per show.



The interface shows a "Day" label above a dropdown menu. To the right of the dropdown are two buttons: "New" with a plus sign and "Delete" with a minus sign.

The next step is to create a New Day for the Ring by clicking the **New Day** button.

This will display the New Day dialog box...

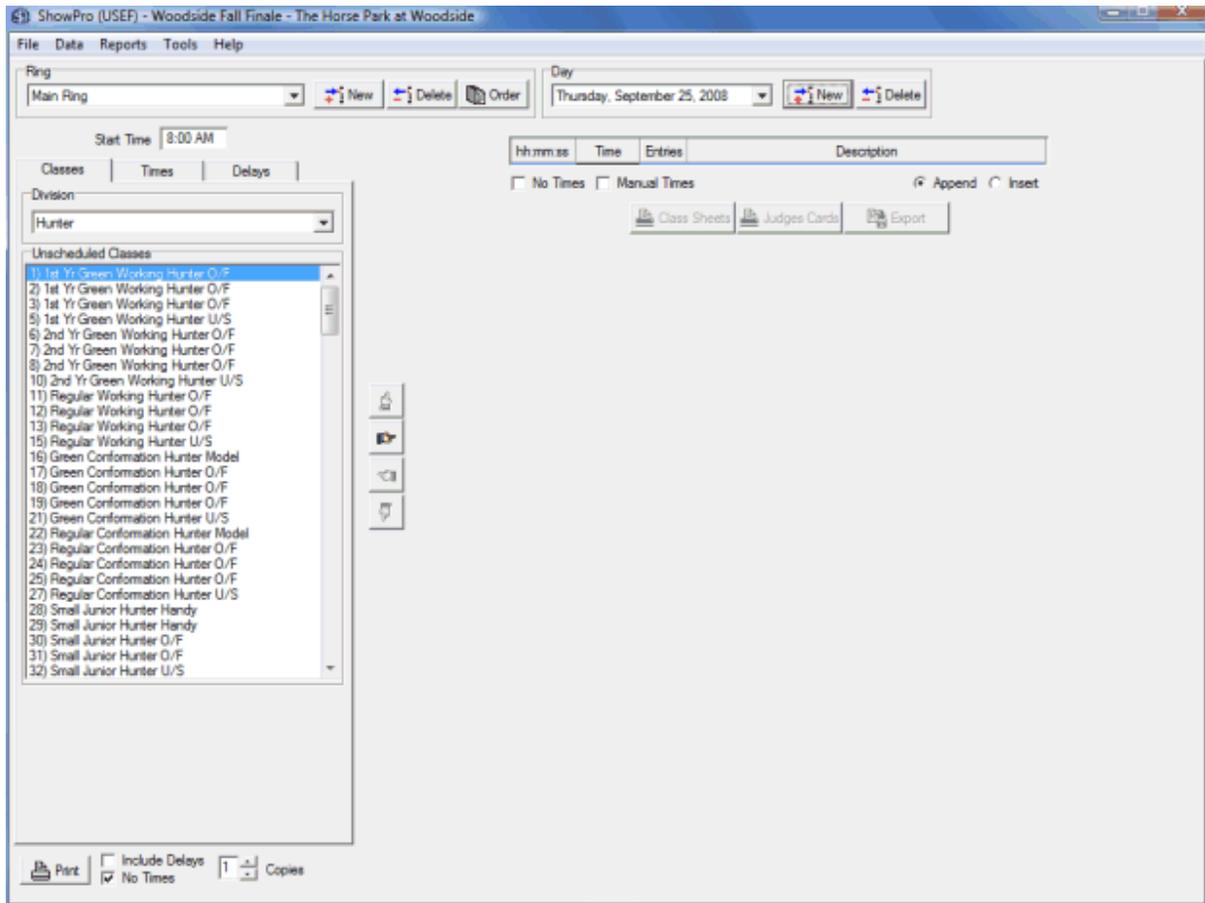


The dialog box titled "Select Date" has a "Date" label above a date picker. The date picker shows "Thursday , September 25, 2008" with a mouse cursor pointing to the dropdown arrow. Below the date picker are "Cancel" and "OK" buttons.

Select the desired date for your day and click **Ok**.

You would now use the above steps to create one ring for each ring that will be used in your show and attach whatever days are appropriate to them.

Now your schedule looks like this...



### Manual Times/Automatic Times/No Times

No Times  Manual Times

**Manual Times** allow you to enter times manually for Hunter Jumper classes, if you check this box the Times column in the table, normally read only, will become editable. Some managers, for some or all of the rings, will want to use manual times. For breeds/disciplines other than Hunter Jumper manual times are the only option available currently and the Manual Times check box will not appear.

**Automatic Times**, available for Hunter Jumper only, will generate times for you based on the start time of the day, the number of entrants in the classes, and parameters that you set for the different types of classes.

Hunter Class Times in Minutes

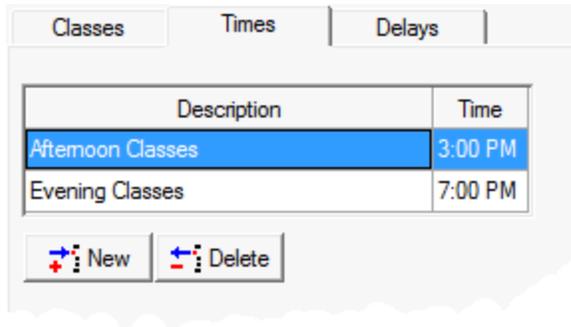
Hunter Trip  U/S Class   
 Model Class

Default

When you select a class in your schedule, depending on the division of the class, Hunter, Jumper, or Equitation, a parameters panel will appear enabling you to set the values that will determine the times for the class.

You can have several sets of parameters for each division, this is particularly handy in the Jumper division for handling different tables. Click **New** to create a set.

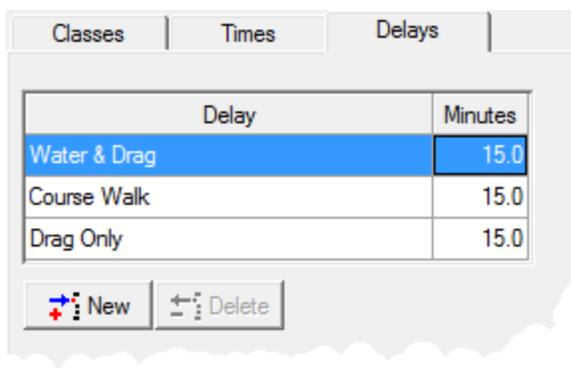
## Additional Start Times



For Automatic Times, each ring/day of the schedule has a start time but from the **Times** tab you can insert additional start times to make a set of classes commence at a specified time.

Once you create these start times they will be available for you to use again. be aware that if you change the time it will affect the start times you have already added to your schedule, if you need a new time be sure and create a new item, don't edit the existing item if you have already used it anywhere in a schedule.

## Delays



For Automatic Times, you can configure as many delays as you like and insert them into your schedule at appropriate points in the same manner as you added your classes.

Once you create these delays they will be available for you to use again. be aware that if you change the minutes it will affect the delays you have already added to your schedule, if you need a new delay be sure and create a new item, don't edit the existing item if you have already used it anywhere in a schedule.

The Show Schedule feature is not included in the Lite Edition.

### See Also

[Setting Up Your Show](#) <sup>82</sup>

[Setting The Basic Information](#) <sup>82</sup>

[Show Parameters](#) <sup>84</sup>

[Sub Shows](#) <sup>86</sup>

[Creating The Class List](#) <sup>89</sup>

[Setting Up Fees](#) <sup>97</sup>

[Setting Up Judges](#) <sup>104</sup>

[Setting Up Prize Money](#) <sup>106</sup>

[Stall Types](#) <sup>111</sup>

[Breeds](#) <sup>113</sup>

[Creating Entries](#) <sup>114</sup>

[Enterable Sections](#) <sup>120</sup>

[Championship Points](#) <sup>126</sup>

[Reserved Stalls](#) <sup>128</sup>

[Points Tables](#) <sup>130</sup>

[High Points](#) <sup>131</sup>

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## 6.13 Championship Points



### Championship Points

Championship Points are used with the Hunter Jumper Discipline, for other disciplines see [High Points](#).

To setup championship points select Championship Points from the Data Menu. The following dialog box is displayed...

Championship Points

Hunter:		Jumper:			Equitation:	
Place	Points	Place	Points	Last Pnts	Place	Points
1	10.0	1	10.0	10.0	1	10.0
2	6.0	2	6.0	6.0	2	6.0
3	4.0	3	4.0	4.0	3	4.0
4	2.0	4	2.0	2.0	4	2.0
5	1.0	5	1.0	1.0	5	1.0
6	0.5	6	0.5	0.5	6	0.5
7	0.0	7	0.0	0.0	7	0.0
8	0.0	8	0.0	0.0	8	0.0
9	0.0	9	0.0	0.0	9	0.0
10	0.0	10	0.0	0.0	10	0.0
11	0.0	11	0.0	0.0	11	0.0
12	0.0	12	0.0	0.0	12	0.0

Top  Over fences get U/S, model points  Equitation Championships

For Circuit Points

All get U/S, model points

Add number judged to points

Multiply points by number judged

Use first class O/F number judged

 Set Jumper Prize Money Pointed Sections  Select Sections

 Cancel  Use these points as the default points for all future shows  Help  OK

Fill in the points for each place for the Hunter, Jumper, and Equitation divisions, if applicable.

Set the top number of places to receive under saddle points in the hunter division. If you reduce the number to zero the word All will appear in place of the number and all who place will receive under saddle points. You can also specify that for circuit points all horses will get the under saddle points.

If you are offering championships in Equitation sections, check the Equitation Championships check box, otherwise uncheck it and no Equitation championships will appear in the section standings.

There is an extra set of points to be used for the last jumper class (highest numbered class) of the division. Setting a higher number of points for the last jumper class encourages exhibitors to participate in this class and also eliminate the ties that otherwise occur in many cases. If you choose not to use this feature set the points in both columns the same.

Jumper prize money can be used instead of the points tables, if you click the **Set Jumper Prize Money Pointed Sections** button a check list will be displayed allowing you to select which sections should be handled in this manner.

Clicking the Use these points as the default points for all future shows button will do exactly what it says.

**Note:** ShowPro recognizes a class with a name containing the term Model as a Conformation Model class. Conformation Model classes other than Regular will receive half points.

#### See Also

<a href="#">Setting Up Your Show</a>	82
<a href="#">Setting The Basic Information</a>	82
<a href="#">Show Parameters</a>	84
<a href="#">Sub Shows</a>	86
<a href="#">Creating The Class List</a>	89
<a href="#">Setting Up Fees</a>	97
<a href="#">Setting Up Judges</a>	104
<a href="#">Setting Up Prize Money</a>	106
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## 6.14 Reserved Stalls



### Reserved Stalls

In the Professional Edition of ShowPro you have the ability to reserve stalls under barn/trainer accounts. This enables you at a minimum to print a stabling report but you also have an option to have ShowPro manage the stalls. When manage stalls is selected stalls are transferred from the barn/trainer account to entries as they are created. When Manage Stalls is on anywhere that stalls are manipulated ShowPro makes the appropriate transfers of stalls to make sure that the stalls that were reserved either end up on entry accounts or remain on the barn/trainer account. Manage Stalls requires you to split your tack stalls using the Tack Stall Splitting Tool, you are not allowed to manipulate tack stalls manually.

When you select Reserved Stalls from the Data menu the following dialog box is displayed...

Barn Account/Trainer	Stalls	Stalls Location
Carey, Kim	18	Tent 1, 1-18
Dooley, Jan	15	Tent 2, 1-15
Golaszewski, Tara	15	Tent 1, 19-33
Carlton, Sandi	10	Shed Row B, 1-10
Johnson, Cathy	10	
Belor, Nancy	8	
Crolick, Greg	8	
Peters, Shamone	8	
Rheinheimer, Michael	8	
Moore, Brewster	7	
Waltman, Elizabeth	7	
Bunsold, Edward	6	
Gleeson, Cari	6	
Murray, Jennifer	5	
Tweedlie, Robert	5	
Drott, Donna	4	
Gilliam, Maribeth	4	
Phibbs, Cindy	4	
Proulx, Debbie B	4	
Steenrod, Laura	4	
<input checked="" type="checkbox"/> Manage stalls	Total Stalls	166
<input checked="" type="checkbox"/> Sort by stalls	<input checked="" type="checkbox"/> Omit zeros	Search <input type="text"/>

Filling in the information is straight forward. If you want ShowPro to manage the stalls you check the **Manage stalls** check box. It is important that you check this box before any stalls are allocated and that you leave it checked from then on. If you turn it off and stalls are allocated manually you may just as well leave it off because ShowPro will have lost track of what stalls are available on each account.

#### See Also

[Setting Up Your Show](#) <sup>[82]</sup>

[Setting The Basic Information](#) <sup>[82]</sup>

[Show Parameters](#) <sup>[84]</sup>

[Sub Shows](#) <sup>[86]</sup>

[Creating The Class List](#) <sup>[89]</sup>

[Setting Up Fees](#) <sup>[97]</sup>

[Setting Up Judges](#) <sup>[104]</sup>

[Setting Up Prize Money](#) <sup>[106]</sup>

[Stall Types](#) <sup>[111]</sup>

<a href="#">Breeds</a> <sup>113</sup>
<a href="#">Creating Entries</a> <sup>114</sup>
<a href="#">Enterable Sections</a> <sup>120</sup>
<a href="#">The Show Schedule</a> <sup>122</sup>
<a href="#">Championship Points</a> <sup>126</sup>
<a href="#">Points Tables</a> <sup>130</sup>
<a href="#">High Points</a> <sup>131</sup>
<a href="#">Score Sets</a> <sup>133</sup>
<a href="#">Back Numbers</a> <sup>136</sup>
<a href="#">Setting up Grand and Reserves</a> <sup>138</sup>
<a href="#">Judges Cards</a> <sup>142</sup>
<a href="#">Scoreboard Formats</a> <sup>144</sup>

## 6.15 Points Tables



### Points Tables

The [high point](#) <sup>131</sup> capability in ShowPro uses points tables that must be set up. When you select Points Tables from the Data menu the following dialog is displayed...

Low	High	1	2	3	4	5	6	7	8	9	10	11	12
1	999	6.00	5.00	4.00	3.00	2.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00

The table can be a single row table as shown above or it can be an increment table by simply adding more rows and setting the low and high number of entrants for each row. Since this table only has one row the **Low** is set to 1 and the **High** is set to 999 to include all possible number of entrants.

Although it's not shown here because this particular show only had one breed/discipline, each breed/discipline has it's own table and if there were more than one there would be a drop down to select it.

#### See Also

<a href="#">Setting Up Your Show</a> <sup>82</sup>
<a href="#">Setting The Basic Information</a> <sup>82</sup>
<a href="#">Show Parameters</a> <sup>84</sup>
<a href="#">Sub Shows</a> <sup>86</sup>
<a href="#">Creating The Class List</a> <sup>89</sup>
<a href="#">Setting Up Fees</a> <sup>97</sup>
<a href="#">Setting Up Judges</a> <sup>104</sup>
<a href="#">Setting Up Prize Money</a> <sup>106</sup>
<a href="#">Stall Types</a> <sup>111</sup>
<a href="#">Breeds</a> <sup>113</sup>

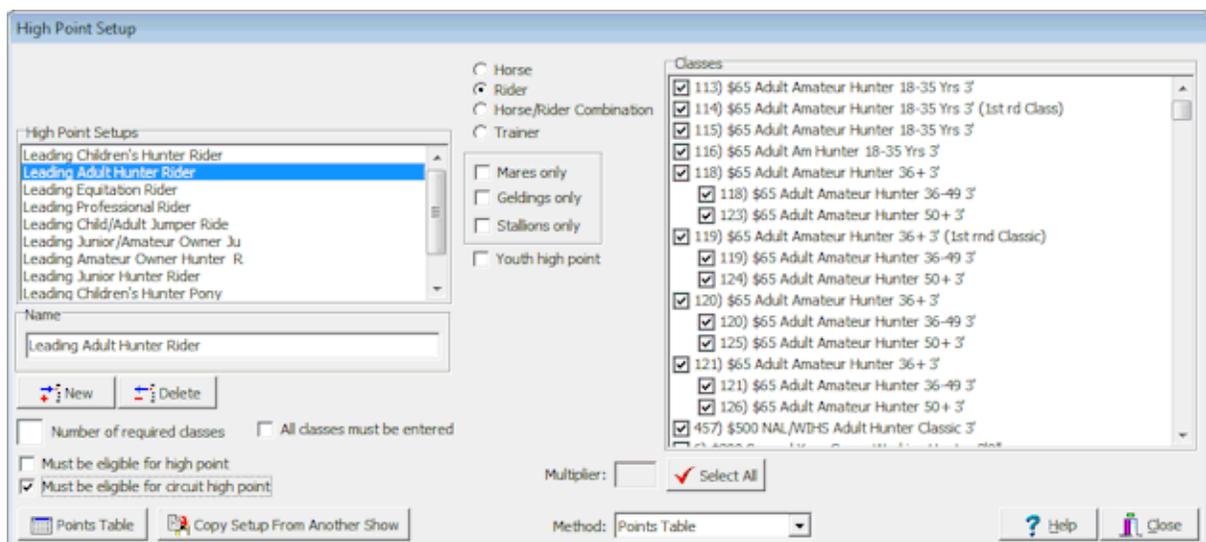
<a href="#">Creating Entries</a>	114
<a href="#">Enterable Sections</a>	120
<a href="#">The Show Schedule</a>	122
<a href="#">Championship Points</a>	126
<a href="#">Reserved Stalls</a>	128
<a href="#">High Points</a>	131
<a href="#">Score Sets</a>	133
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## 6.16 High Points



### High Points

To setup high points select **High Points** from the Data Menu. The following dialog box is displayed...



The left side is a [list editor](#)<sup>[24]</sup>, for each high point that you want to track create an item in the list.

The center section allows you set certain constraints on the high point.

On the right side you select the classes that are part of the high point. The Select All button will toggle the selection of all the classes in the list. Combined classes will have the original classes indented under them, this gives you then flexibility to control which high point the original classes belong to.

The **Multiplier** enables you to award something other than full points, 1/2 or double for example on an individual class basis.

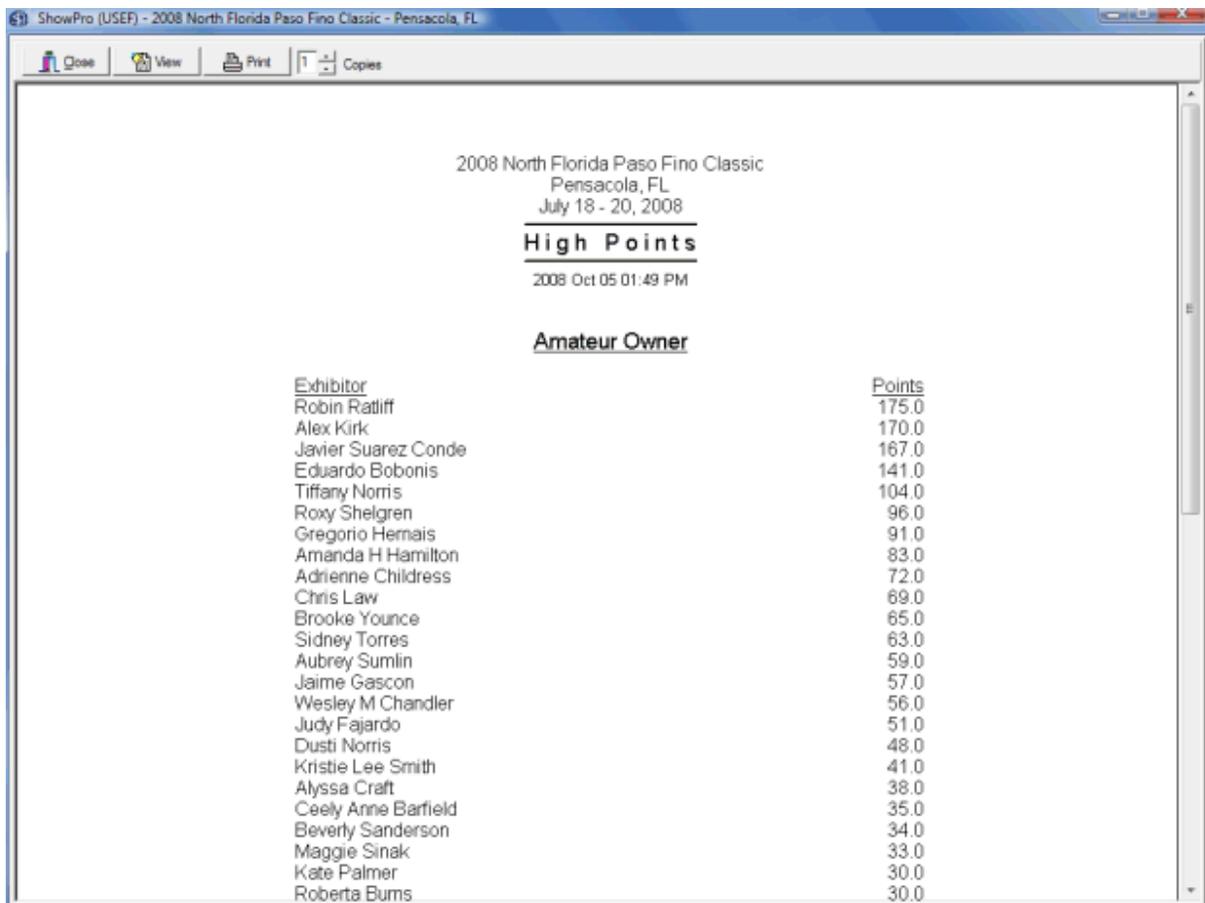
The Method drop down lets you select how the points are determined, the choices are Points Table, Number Placed Over + 1, or Money Won.

You must have a [Points Table](#)<sup>[130]</sup> configured for your high point if you are using the Points Table method, click the [Points Table](#)<sup>[130]</sup> button to configure this.

There is a check box to specify that all classes must be entered, this is generally not checked but may be important in certain situations. Optionally, you can set a minimum number of classes that must be entered.

In the Professional Edition you can set that **eligibility** is required for the high point and/or the circuit high point. Member/Horses are assumed to be eligible but you can create a [Verification Flag](#)<sup>[56]</sup> with a significance of "Ineligible" and you can mark them as Ineligible to exclude them from the high point.

Once your high point is set up and you have some results in you can view the High Points report by selecting **Results > High Points** from the [Report Viewer](#)<sup>[235]</sup> menu or you can print the report by making the same selection from the **Reports** menu.



Exhibitor	Points
Robin Ratliff	175.0
Alex Kirk	170.0
Javier Suarez Conde	167.0
Eduardo Bobonis	141.0
Tiffany Norris	104.0
Roxy Shelgren	96.0
Gregorio Hernais	91.0
Amanda H Hamilton	83.0
Adrienne Childress	72.0
Chris Law	69.0
Brooke Younce	65.0
Sidney Torres	63.0
Aubrey Sumlin	59.0
Jaime Gascon	57.0
Wesley M Chandler	56.0
Judy Fajardo	51.0
Dusti Norris	48.0
Kristie Lee Smith	41.0
Alyssa Craft	38.0
Ceely Anne Barfield	35.0
Beverly Sanderson	34.0
Maggie Sinak	33.0
Kate Palmer	30.0
Roberta Burns	30.0

#### See Also

[Setting Up Your Show](#)<sup>[82]</sup>

[Setting The Basic Information](#)<sup>[82]</sup>

[Show Parameters](#)<sup>[84]</sup>

[Sub Shows](#)<sup>[86]</sup>

[Creating The Class List](#)<sup>[89]</sup>

[Setting Up Fees](#)<sup>[97]</sup>

[Setting Up Judges](#)<sup>[104]</sup>

[Setting Up Prize Money](#)<sup>[106]</sup>

<a href="#">Stall Types</a>	111
<a href="#">Breeds</a>	113
<a href="#">Creating Entries</a>	114
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<a href="#">Championship Points</a>	126
<a href="#">Reserved Stalls</a>	128
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## 6.17 Score Sets



### Score Sets

In certain disciplines the final score is determined from scores from a set of maneuvers. Score sets enable you to setup the maneuvers with a brief description...

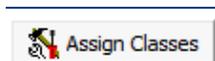
	Label	TB
1	Extended Walk (1-10)	10
2	Trot (1-10)	4
3	Extened Trot(1-10)	1
4	Lope (1-10)	5
5	Stop and Reverse (1-10)	6
6	Walk (1-10)	7

The **Categories** allow you group your score sets as you like, if you use them for different breeds/ disciplines you may want to have a category for each.

Each item on the left is a **Score Set** that can be assigned to classes, they are created with a typical [list editor](#)<sup>24</sup>.

The items on the right are the maneuvers for the selected score set. The TB column lets you specify tie breakers.

**Note:** We discourage use of ALL CAPS in general in ShowPro, modern proportional width fonts allow significantly longer Proper Case text to be displayed in smaller spaces, one place where do definitely don't want to use caps is in the labels above, you will not get a desirable outcome if you do.



The **Assign Classes** button is used to assign classes to a Score Set, a typical check list box is used to make these assignments....



If a class is assigned to a Score Set the little button to the left will appear on the Classes Screen when the class is selected. When you click on the button the Enter Scores Dialog will be displayed...

Entry	Horse/Rider	Total	Extended Walk (1-10)	Trot (1-10)	Extended Trot (1-10)	Lope (1-10)	Stop and Reverse (1-10)	Walk (1-10)	Lope (1-10)	Extended Lope (1-10)	Trot (1-10)	Back (1-10)
101	Peppy Silver Cat / Beverly Rhode	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
102	Peptos Bay Shadow / Randy Martin	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
104	REBEL JIM MC CLOUD / Kadra L. Dunlap	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
106	Miss Sols Jackie / Martha Jo S. Soule	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
110	Frenchmans Blessing / Christine Ryland	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
196	High Brow Gallo / Anne Hutchinson	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

This enables you to enter the scores for each maneuver/judge, as you do the **Total** is updated. When all the scores are entered you should check **Scores Complete** and then you can place the class/judge by clicking **Place Class**. The **Places** drop down controls how many are placed, in this case everyone will be placed.

You can print the score sheet by clicking Print, depending on whether Scores Complete is checked the sheet will print empty as a judges score sheet or with filled as a results report.

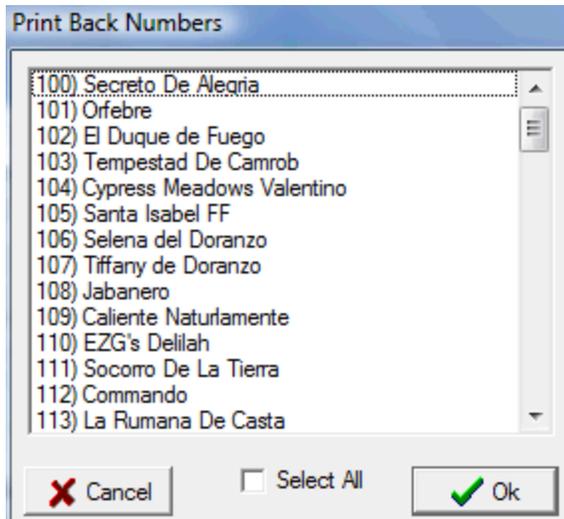


## 6.18 Back Numbers



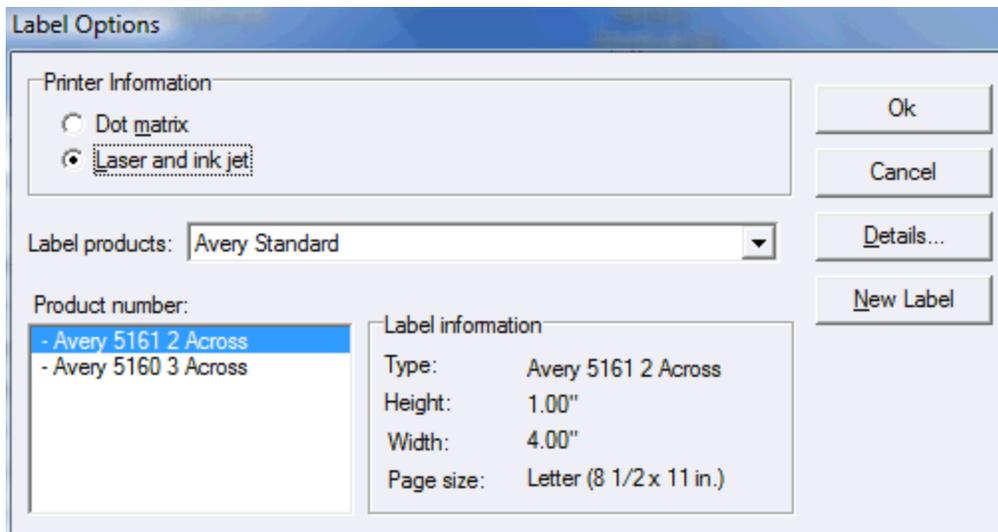
### Back Numbers

To print Back Number Labels select **Back Numbers** from the Tools Menu. The following dialog will be displayed...



This dialog allows you to select any combination of back number labels to be printed by clicking and dragging or CTRL/clicking.

When you click OK the Label Options dialog is displayed...



All you need to do here is select **Dot matrix** or **Laser and ink jet** (ShowPro remembers your last selection) and click **OK**.

The Print height scale modifier is normally set to 1.0. Some ink jet printers need this value to be set to 1.035. Other ink jet printers may work better with a different value. If your labels are not printing properly, you can adjust this value to correct the problem.

ShowPro supports Avery 4013 tractor feed labels and Avery 5161 Laser labels. When you select Dot matrix or Laser and ink jet you are essentially selecting one or the other of these labels types. You can configure other labels by clicking **New Label...**

**New Label**

Preview

Side margins  
Top margin |  
Width  
Height  
Number across  
Number down

Label name:

Top Margin:  Label height:

Side Margin:  Label width:

Vertical pitch:  Number across:

Horizontal Pitch:  Number down:

Page size:

Ok Cancel

If you have Microsoft Word it has the parameters for all the available labels. You can look your label up there and then enter the parameters here.

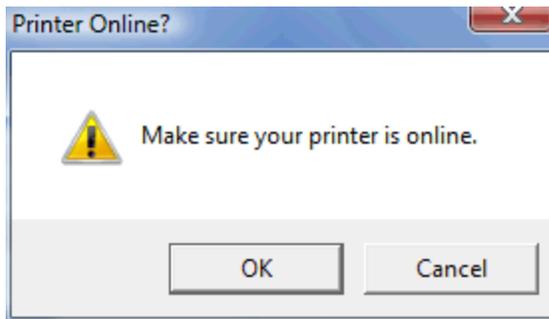
If you selected Laser and ink jet you will have an opportunity to control which label on the sheet printing will start at. This avoids wasting any labels.

**Set Starting Label**

Start Column  Start Row

Cancel OK

If you selected Dot matrix labels you will see this...



When you click **OK** your labels will begin printing.

#### See Also

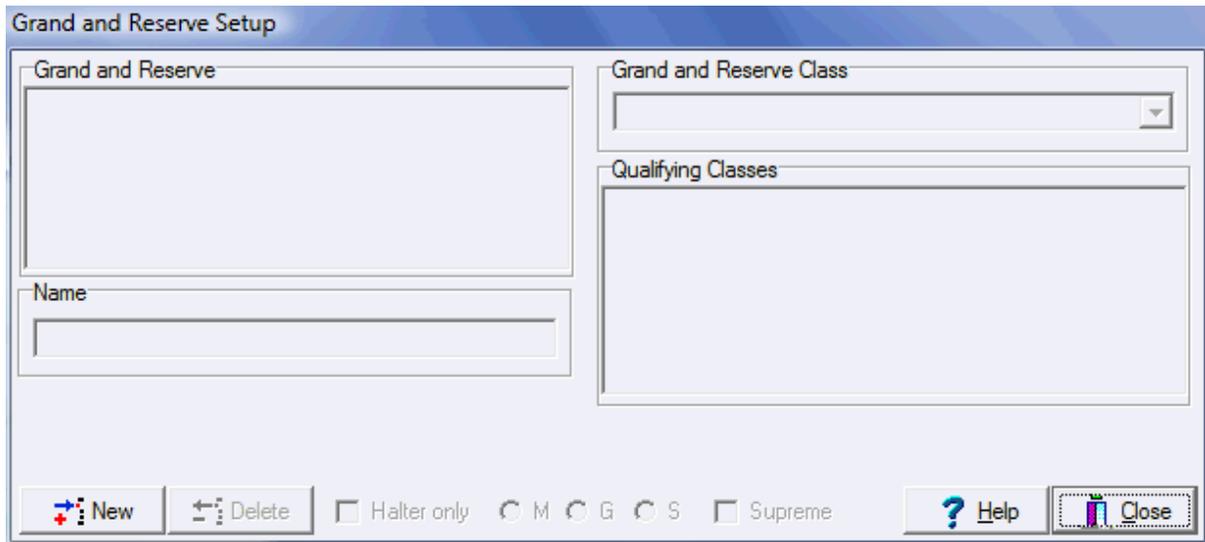
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## 6.19 Setting up Grand and Reserves



### Setting up Grand and Reserves

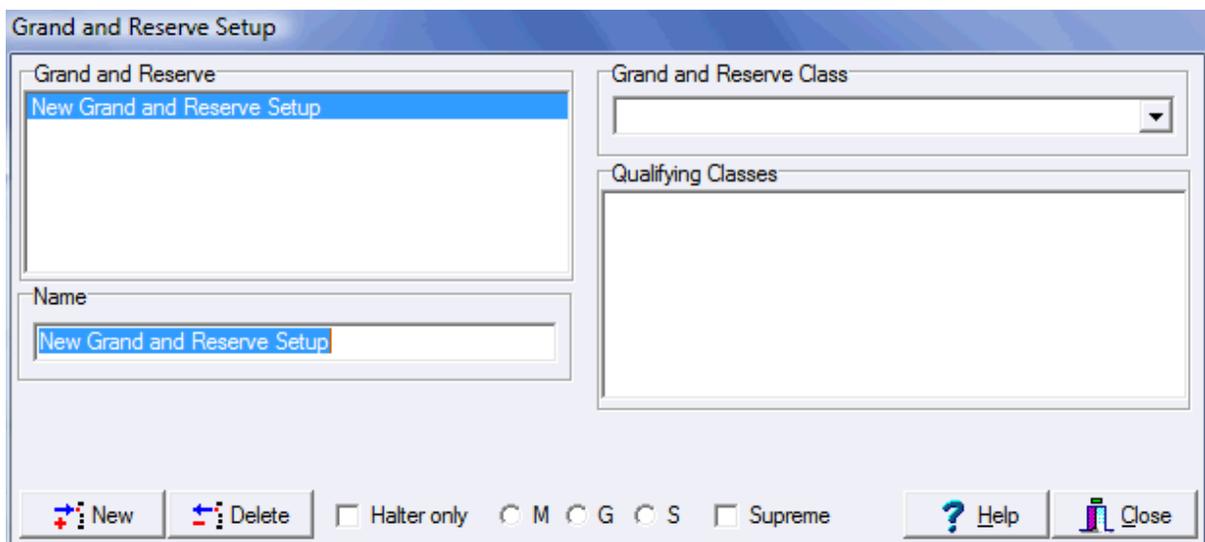
Many breed shows have Grand and Reserve Championship classes and ShowPro has full support for them. When you select Grand and Reserve Setup from the Data menu the following dialog is displayed...



The dialog box titled "Grand and Reserve Setup" contains the following elements:

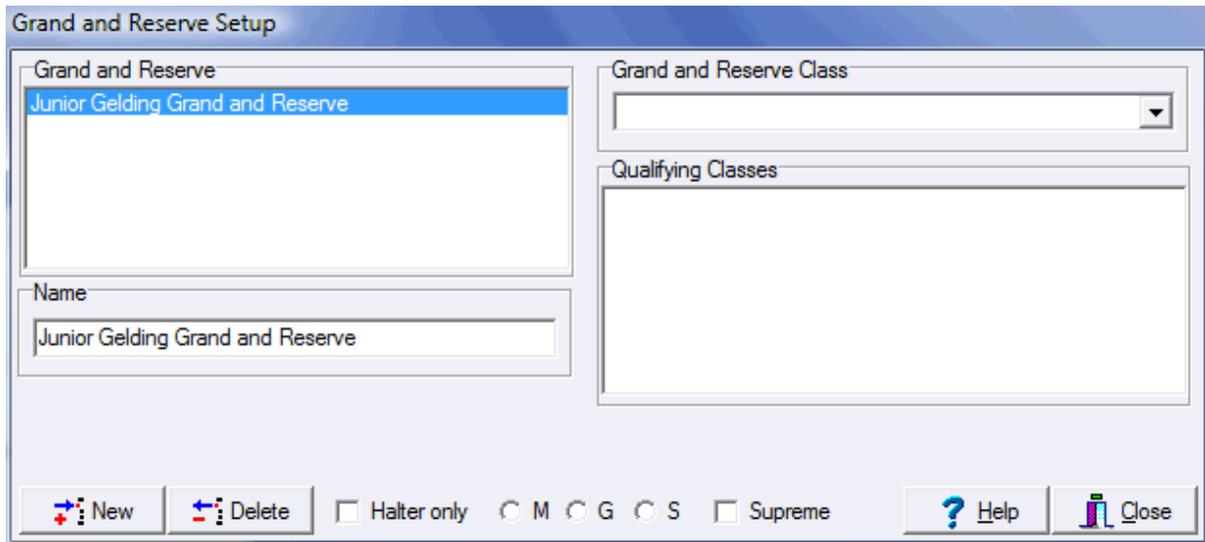
- A large empty text area labeled "Grand and Reserve".
- A "Grand and Reserve Class" dropdown menu.
- A "Qualifying Classes" text area.
- A "Name" text input field.
- A toolbar at the bottom with buttons: "New" (with a plus icon), "Delete" (with a minus icon), "Halter only" (checkbox), "M" (radio), "G" (radio), "S" (radio), "Supreme" (checkbox), "Help" (question mark icon), and "Close" (with a window icon).

To create a new Grand and Reserve click the new button...

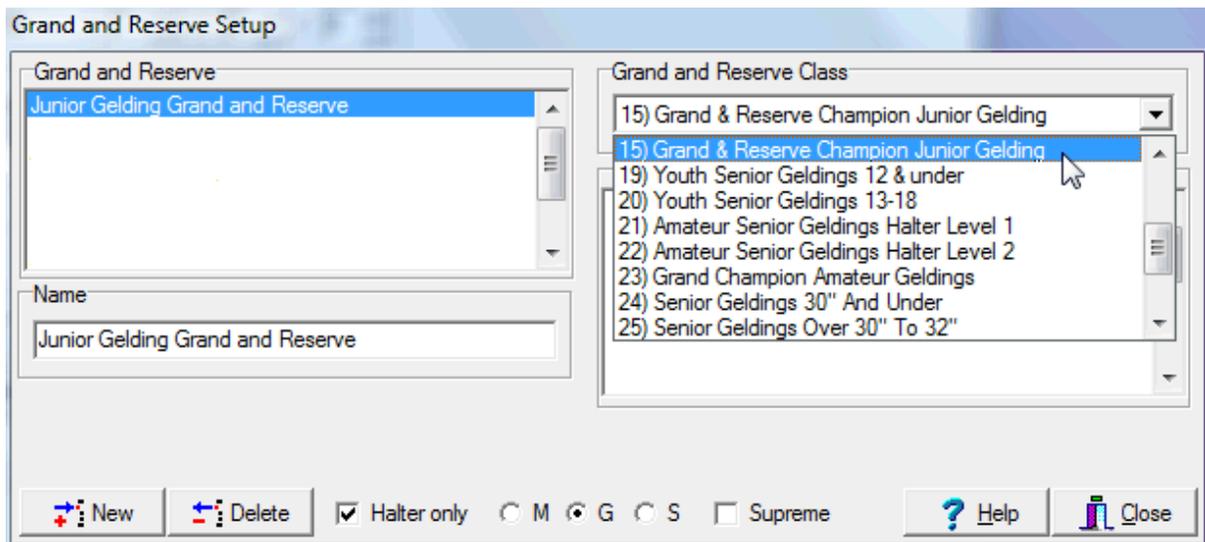


The dialog box titled "Grand and Reserve Setup" is shown after clicking the "New" button. The "Grand and Reserve" list now contains one entry: "New Grand and Reserve Setup", which is highlighted in blue. The "Name" text input field also contains "New Grand and Reserve Setup". All other elements, including the "Grand and Reserve Class" dropdown, "Qualifying Classes" area, and the toolbar, remain the same as in the previous image.

Now edit the name to suit using the edit box provided...



Now select the Grand and Reserve Championship class. You must have previously created this class in your show...



Now finish by selecting the qualifying classes for the Grand and Reserve....

Grand and Reserve Setup

Grand and Reserve

- Junior Gelding Grand and Reserve
- Senior Gelding Grand and Reserve
- Junior Mare Grand and Reserve
- Senior Mare Grand and Reserve
- Junior Stallion Grand and Reserve
- Senior Stallion Grand and Reserve
- Amateur Stallion Grand and Reserve

Name

Junior Gelding Grand and Reserve

Grand and Reserve Class

15) Grand & Reserve Champion Junior Gelding

Qualifying Classes

- 8) Youth Junior Gelding 12 & Under
- 9) Youth Junior Gelding 13-18
- 13) Weanling And Yearling Geldings
- 14) Two-Year-Old Geldings
- 10) AOTE Gelding Halter
- 11) Amateur Junior Gelding Halter level 1
- 12) Amateur Junior Gelding Halter Level 2
- 19) Youth Senior Geldings 12 & under

New  Delete  Halter only  M  G  S  Supreme

Above a complete set of Grand and Reserves has been configured. The Junior Gelding Grand and Reserve is selected and you can see the selected championship class and the selected qualifying classes.

When you are selecting your classes click Halter only and select a horse sex if appropriate, the classes you have to pick from will be narrowed making your job easier. While you're picking the qualifying classes if you click on the selected item in the Grand and Reserve box all of the items you have selected will be moved to the top of the list which is helpful.

As you select your qualifying classes the appropriate entries will be added to your championship class. Also as you enter results in the qualifying classes the appropriate adds will be made for you. If you remove a qualifying place the corresponding entry in the championship class will be removed. The process will be completely managed for you.

Below a Supreme Halter Champion is shown. Note the Supreme box is checked and the qualifying classes are all themselves Grand and Reserves. Checking the Supreme box causes ShowPro to only take into account first places rather than firsts and second places.

Grand and Reserve Setup

Grand and Reserve

- Senior Mare Grand and Reserve
- Junior Stallion Grand and Reserve
- Senior Stallion Grand and Reserve
- Amateur Stallion Grand and Reserve
- Amateur Mare Grand and Reserve
- Amateur Gelding Grand and Reserve
- Supreme Halter Champion

Name

Supreme Halter Champion

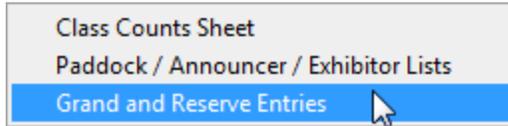
Grand and Reserve Class

108) Supreme Halter Champion

Qualifying Classes

- 15) Grand & Reserve Champion Junior Gelding
- 27) Grand Champion Senior Geldings
- 42) Grand & Reserve Champion Junior Stallion
- 56) Grand & Reserve Champion Senior Stallion
- 82) Grand & Reserve Champion Junior Mare
- 105) Grand & Reserve Champion Senior Mare
- 1) Youth Halter Obstacle
- 2) Amateur Halter Obstacle

New  Delete  Halter only  M  G  S  Supreme



On the Reports menu under Class Sheets you can print the entries for your Grand and Reserves for each judge.

**Note:** Grand and Reserves are not included in the Lite Edition.

#### See Also

[Setting Up Your Show](#) [82]

[Setting The Basic Information](#) [82]

[Show Parameters](#) [84]

[Sub Shows](#) [86]

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[High Points](#) [131]

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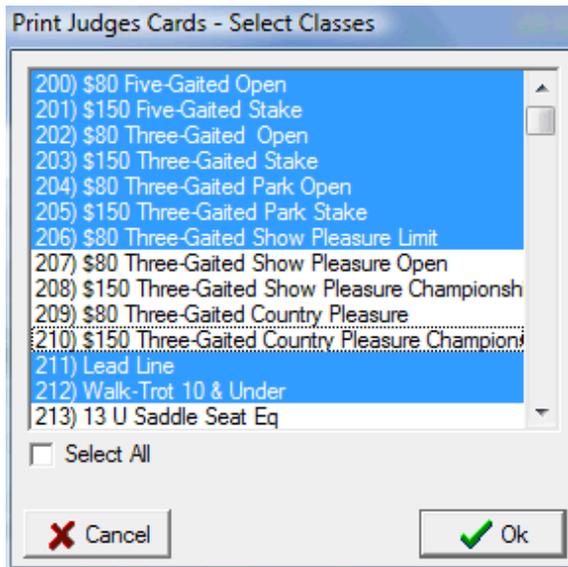
## 6.20 Judges Cards



### Judges Cards

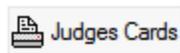


ShowPro has the ability to produce judges card labels and/or cards. Hunter Jumper and Breed cards are different and Breed cards and labels must be provided per judge so there are some differences. If you have both Hunter Jumper and Breeds in your show you will have menu items for each as shown to the left, if you have one or the other there will only be one "Judges Card" menu item.



Once you selected what you want the next step is to select the classes. You can drag the mouse over items to select them or CTRL-Click to select non adjacent items. You can also click the Select All check box to toggle the selected state of all the items.

Breed judges cards print out three to a sheet and can have class specifications on them. For Hunter Jumper there are separate Hunter/Equitation and Jumper cards. The labels are the same in all cases except that for breeds the judges name and competition number is printed on them. When printing labels the same Label Options dialog will appear as when printing [back numbers](#)<sup>136</sup>.



If you have the Standard Edition or above you can print judges cards or labels from the Clipboards function. This allows you to print the judges cards for an entire day and have them sorted by ring.

#### See Also

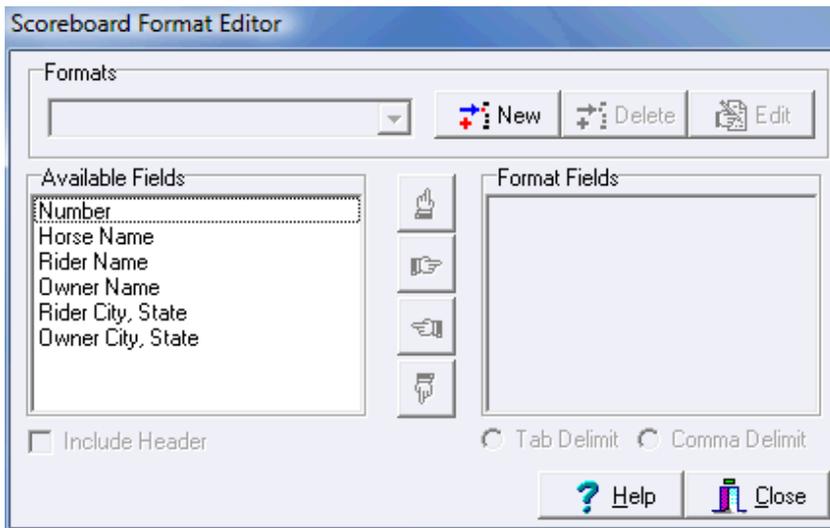
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## 6.21 Scoreboard Formats

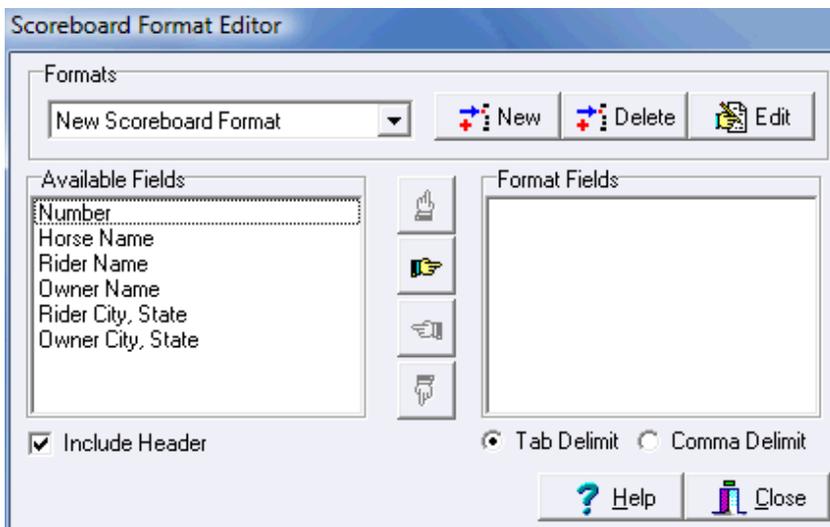


### Scoreboard Formats

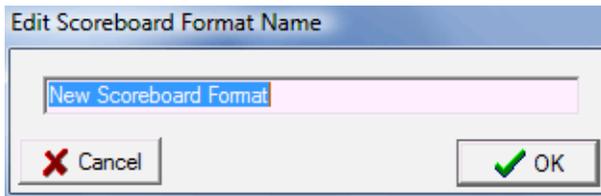
Scoreboard Formats let you create customized files for use by scoreboard operators. Depending on the equipment they are using or their general preferences the format of the file they require will vary, ShowPro allows you to create files that meet their requirements with Scoreboard Formats. When you select Scoreboard Formats from the Tools menu the following dialog box is displayed...



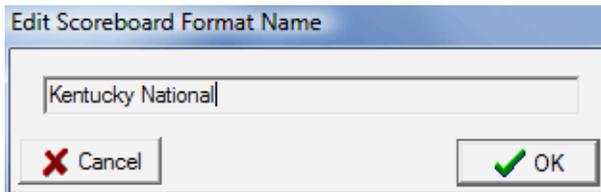
To create a new Scoreboard Format click **New**.



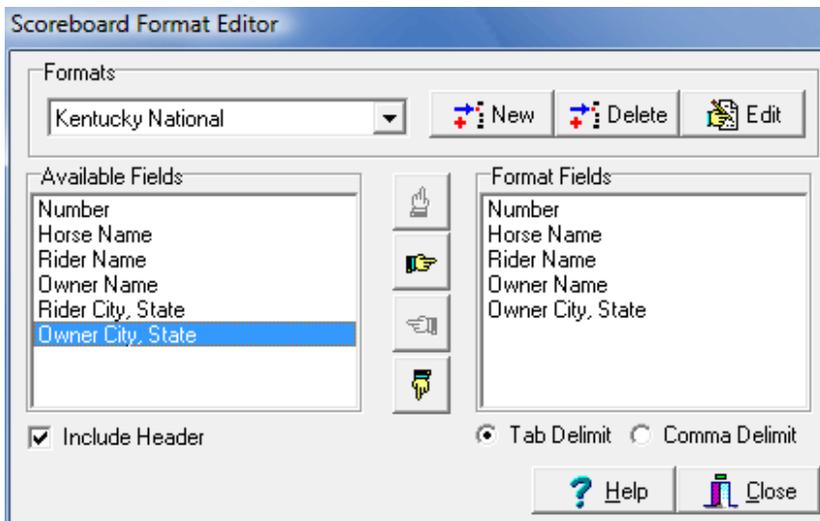
Click the **Edit** button to edit the name of your format.



The Edit Scoreboard Name dialog will appear



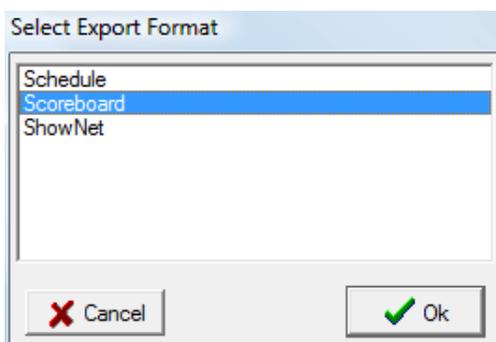
Enter a meaningful name for your format.



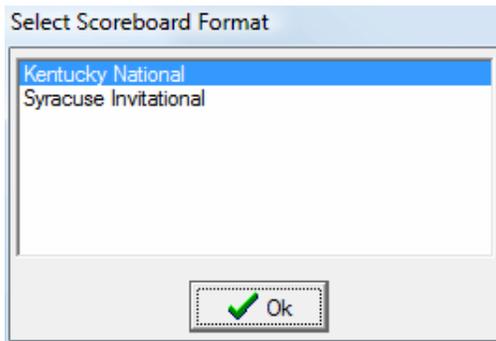
Now push over the fields that are required in the format you are creating using the **Add** button. You can use the other buttons to remove an item you have added or to move an item up or down in the list.

You can optionally include a header, some scoreboard operators will want it, others will not.

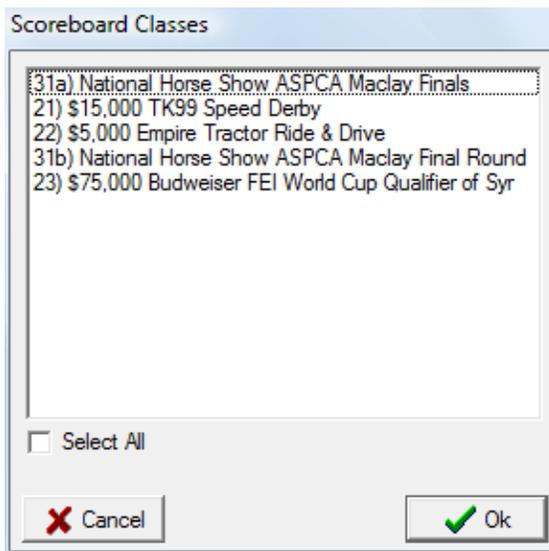
You can set a Tab or Comma delimiter.



When you click the **Export** button on the Schedule Screen you can then select **Scoreboard**.

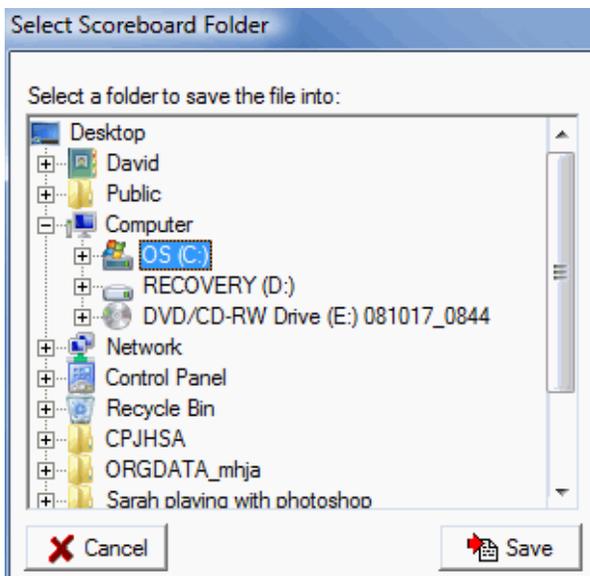


If you have more than one scoreboard format configured you'll then select the format that you want to use.



Next the list of classes will be displayed from the currently selected schedule ring day. Select the classes you want to export by dragging the mouse, CTRL/clicking, or check the **Select All** box.

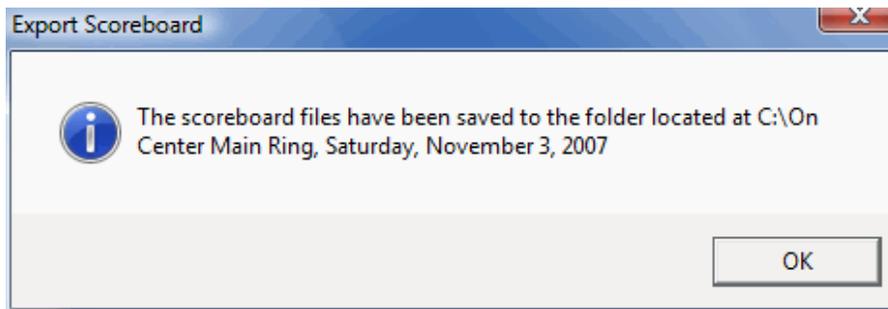
Click **Ok** to start the export...



...and the Select Scoreboard Folder dialog will be displayed.

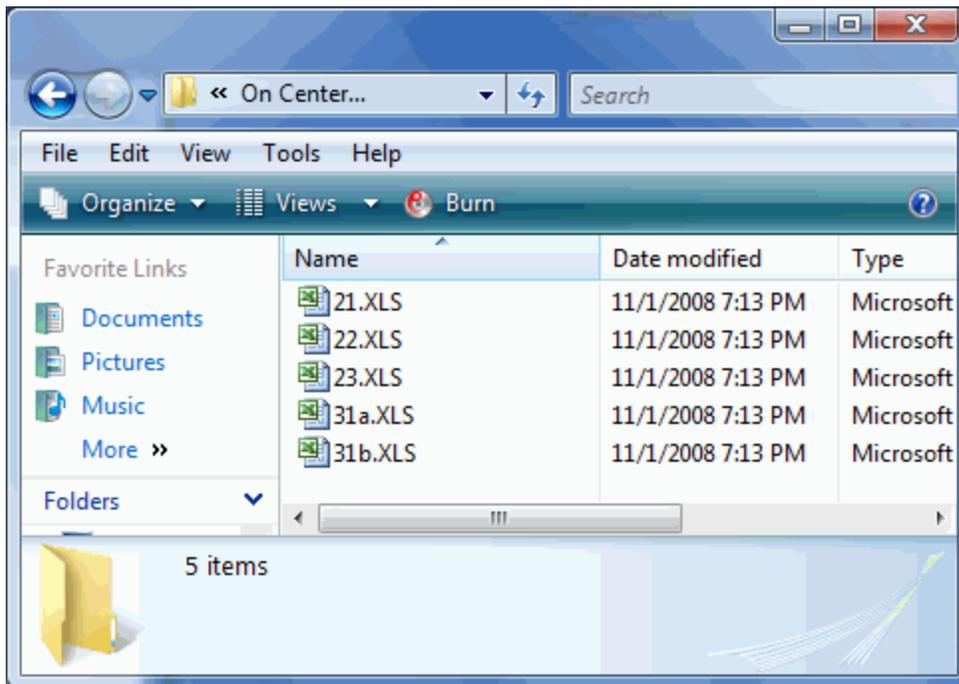
Whatever folder you specify ShowPro will create a folder within that folder named according to the schedule ring day that is selected. Each class will be in its own file, this is how the scoreboard operators need them.

Usually you'll be providing these files directly to your scoreboard operator, a good plan might be to save the files directly onto the operators memory stick.



A message will appear to let you know where the file were saved.

This is what the files will look like when you navigate to the folder...



#### See Also

[Setting Up Your Show](#) <sup>82</sup>

[Setting The Basic Information](#) <sup>82</sup>

[Show Parameters](#) <sup>84</sup>

[Sub Shows](#) <sup>86</sup>

[Creating The Class List](#) <sup>89</sup>

[Setting Up Fees](#) <sup>97</sup>

[Setting Up Judges](#) <sup>104</sup>

[Setting Up Prize Money](#) <sup>106</sup>

[Stall Types](#) <sup>111</sup>

[Breeds](#) <sup>113</sup>

[Creating Entries](#) <sup>114</sup>

[Enterable Sections](#) <sup>120</sup>

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[Championship Points](#) <sup>126</sup>

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## 7 Running Your Show



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### 7.1 Adds and Scratches



#### Adds and Scratches

ShowPro has a tool to make processing Adds and Scratches easy. When you select **Adds/Scratches** from the **Tools** menu or press **F9** the following dialog box is displayed...

First you need to get positioned on an entry, you can do that by typing in an entry number and pressing Enter or you can click the Search button which gives you access to the same [search tool](#)<sup>[20]</sup> that is on the entries screen.

Once you're positioned on an entry you'll likely see something like this...

Adds/Scratches

Entry No: 877      Horse: Don Callisto

◀ Prior Rider: Erika Githens      Next Rider ▶

x	No.	Class Name
<input checked="" type="checkbox"/>	101	\$200 Pre-Green Hunter Level 1
<input checked="" type="checkbox"/>	102	\$200 Pre-Green Hunter Level 1
<input checked="" type="checkbox"/>	103	\$200 Pre-Green Hunter Level 1
<input checked="" type="checkbox"/>	104	\$200 Pre-Green Hunter Level 1
<input checked="" type="checkbox"/>	105	\$200 Pre-Green Hunter Level 1 U/S
<input checked="" type="checkbox"/>	175	Low Hunter-restricted to Pre-Green L1

Add + / Scratch -

Search      ? Help      Close

Now you can select the rider, assuming more than one person is on the entry, by using the **Prior Rider** and **Next Rider** buttons or the **Page Up** and **Page Down** buttons if you prefer.

Once the right person is selected you can add classes by typing in the class numbers and pressing **Enter** or the **+** key. You can scratch by typing in the class number and pressing the **-** key, or by unchecking the class.

When you are done with your adds and scratches for the current entry you can press the **Home** key and the cursor will be positioned in the **Entry No** box ready for you to search for your next entry.

This tool is designed so that it can be operated entirely with the keyboard, and if you have a ten key pad that's better yet. The **Page Up**, **Page Down**, and **Home** keys are all in close proximity to the ten key pad.

Adds/Scratches

Entry No: 121      Horse: Vitralina de Mayo      Sub Show: Pre-Spectrum

◀ Prior Rider: Mario Hernandez      Next Rider ▶

x	No.	Class Name
<input checked="" type="checkbox"/>	11	Fino Amateur Owner Mares
<input checked="" type="checkbox"/>	40	Performance Amateur Owner Mares

Add + / Scratch -

Search      ? Help      Close

If your show is using **sub shows** <sup>(86)</sup> a drop down box will be visible to allow you to select them. You can also use the **End** key to step through the sub shows.

You can process an entire stack of add slips without ever closing the tool or touching the mouse. When you are done click the **Close** button or press **Esc** on the keyboard.

#### See Also

[Running Your Show](#) <sup>(149)</sup>

[Class Sheets](#) <sup>(151)</sup>

[Scoring](#) <sup>(156)</sup>

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## 7.2 Class Sheets

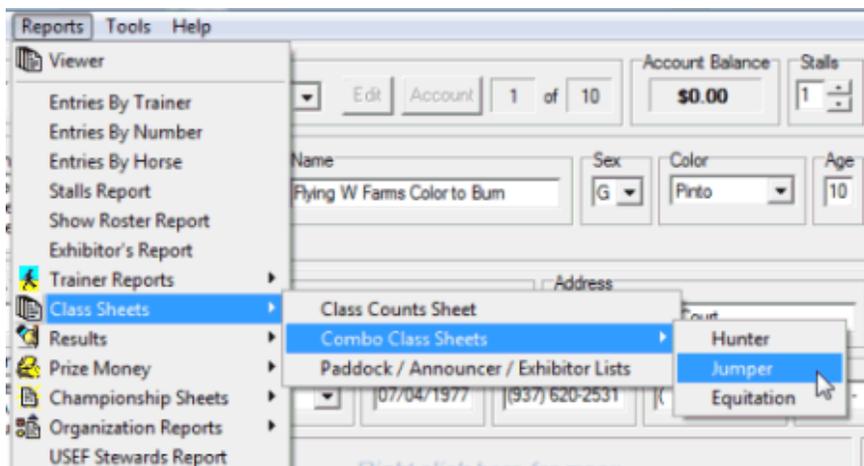


### Class Sheets

There are several options available for producing class sheets and the tools are grouped together in a couple different places to best handle the situations where you need to print sheets. Order of go in many disciplines is an important part of the process and in any case judges cards are a necessity.

There are two situations where you need to print sheets. In the first case you want to print sheets for the entire day and for this if you have the Standard Edition or above the Clipboards tool is the way to get the job done quickly and easily. The other case is when you need to print sheets for a single class quickly probably because some change has occurred, for this the best approach is to use the Order of Go tab on the Classes Screen.

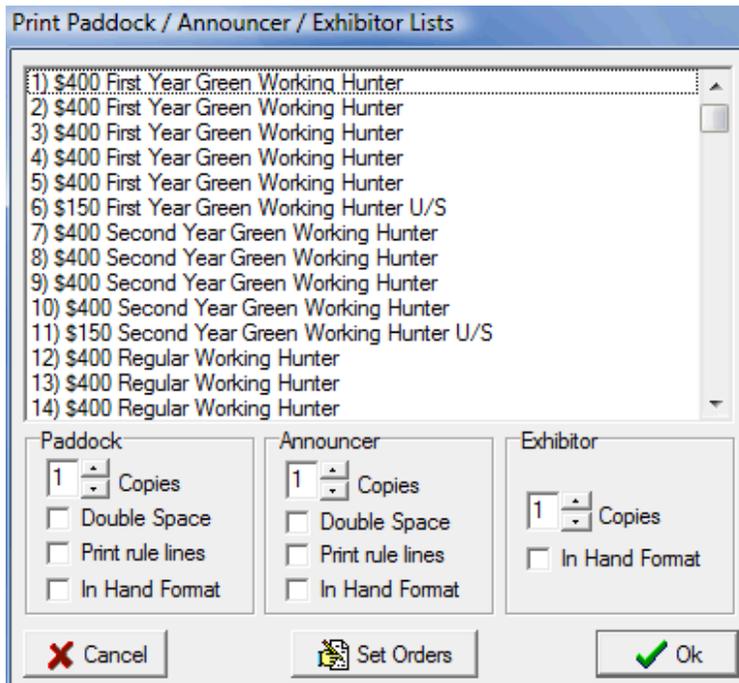
Both locations have the tools available that you need to set orders for paddock sheets, from the Clipboards tool you can also produce your judges cards.



On the **Reports** menu there is an item with some options for processing class sheets.

There is a **Class Counts Sheet** that gives you a report of the number of entrants in each class.

For Hunter Jumpers there are **Combo Class Sheets** which are a combination starters/announcers sheet that puts an entire section on one piece of paper.



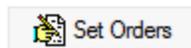
If you select Paddock / Announcer / Exhibitor Lists the dialog box to the left is displayed. This allows you to process different styles of class sheets for your paddock, announcers, and exhibitors.

There are several options available

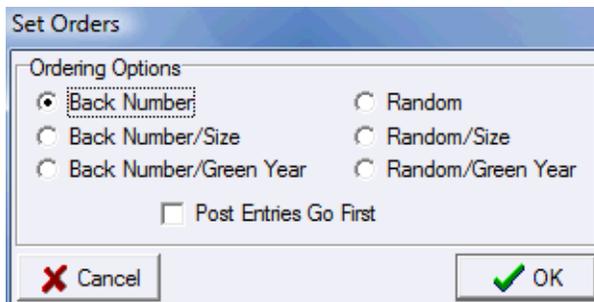
- Double space
- Print rule lines for notes
- In Hand Format

You can also set the number of copies you would like printed individually for each type of report.

You can select classes in the list by dragging the mouse or by **CTRL/Clicking**. Class sheets will be processed for each selected class.



You can set the orders of go for the set of selected classes by clicking the **Set Orders** button, the following dialog box will be displayed...



There are a number of options available for setting order of go. You can also specify that post entries should be placed first in the order.

**Note:** If you have the Standard Edition or above you can process your class sheets using the clipboards function where the classes are listed by ring and day and the sheets for an entire day can be printed by clicking a button. This makes the task substantially easier.

In This Section	See Also
<a href="#">Clipboards</a> <sup>153</sup>	<a href="#">Running Your Show</a> <sup>149</sup>
<a href="#">Order of Go</a> <sup>154</sup>	<a href="#">Adds and Scratches</a> <sup>149</sup>
	<a href="#">Scoring</a> <sup>156</sup>
	<a href="#">Entering Results</a> <sup>158</sup>
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## 7.2.1 Clipboards



### Clipboards

The Standard Edition and above of ShowPro has a tool for minimizing the effort required to prepare the paddock, announcers, and judges clipboards. If you select **Tool > Clipboards** from the menu the following dialog box is displayed...

Prepare Clipboards

Entry	Horse	Rider
1	547 Tornado	Andrew C. Welles
2	172 Ormsby Hill	Liza Finsness
3	445 Pako	Lilie Ross
4	571 Ultimate VDL	Kalvin Dobbs
5	832 Sandman	Maria Costa
6	537 Cover Girl 27	Alison Robitaille
7	1113 Ultaire	Hayley Barnhill
8	151 Grande Finale 3e	Emily M. Short
9	549 XM	Andrew C. Welles
10	519 Ad Fundum	Donald Cheska
11	237 Au Grand Coeur	Melissa A. Hirt
12	712 Casino Van De Helle	Erin E. Haas
13	168 Rocketman	Alan Korotkan
14	99 Cosmo	Laura Pfeiffer
15	806 Tighman	Sarah Segal
16	159 Nandy Fontaine	David H. Jennings
17	541 Leontes 2	Alison Robitaille
18	219 Courage 68	Brian C. Shook
19	1157 Lord Byron	Michael Tokaruk
20	711 As Di Chupito	Erin E. Haas
21	548 Cipriani Z	Alexandra M. Duval

Day: Sunday, July 8, 2012 Ring: Grand Prix Ring

Entries	Description	Status
<input type="checkbox"/>	10 416) \$2500 Mod Child Adult Jumper Classic 1.20m II2a	Random / Spaced
<input type="checkbox"/>	19 401) \$2500 NAL/WIHS Adult Jpr Classic II2a 1.15m	Random / Spaced
<input type="checkbox"/>	14 400) \$2500 NAL/WIHS Child Jpr Classic II2a 1.15m	Random / Spaced
<input type="checkbox"/>	0 600) Leadline 6yrs and under	Back Number
<input checked="" type="checkbox"/>	21 406) *\$30,000 Grand Traverse Bay Grand Prix II2a	Custom

Select All

Space Multiple Horse Riders Rotate Orders

Ordering Option: [ ] Set

Only 1st Hunter class of section
  Cards
  Labels

? Help Close

The Clipboards tool is designed to be used to prepare the clipboards for however many rings you are running for a given day. Typically this is done late on the prior day after all the add/scratch slips have been processed.

You set the orders for all of your rings using the tools provided. You can set all the class orders in a ring or any sub set of classes by checking the box in the first column to select them or by clicking **Select All**. When you select an order option and click the **Set** button you are operating on all the classes that have been selected with a check mark. The only exception to this is the custom order option, this operates on the class that is currently highlighted.

Once your orders are set for all rings you can print the entire set of class sheets for the clipboards by clicking **Clipboard Class Sheets**, ShowPro will prompt you between rings so that you can remove the sheets from the printer and put them on the appropriate clipboard. You can then do the same thing for judges cards with the **Clipboard Judges Cards** button, this is separated into a separate function because many show use thicker stock to print their judges cards on.

#### See Also

[Class Sheets](#) 151

[Order of Go](#) 154

### 7.2.2 Order of Go



#### Order of Go

If you have the Standard Edition or above the primary way that you will manage orders of go will probably be the clip boards function but if you have the Lite Edition or you want to set or look at an order for a single class quickly you can click on the **Order of Go** tab on the **Classes Screen...**

The screenshot shows the ShowPro (USEF) software interface for 'Horse Shows by the Bay I - Williamsburg, MI - DB'. The interface includes a menu bar (File, Data, Reports, Tools, Help) and several tabs (Results, Prize Money, Prize Checks, Order of Go, Teams). A table on the left lists entries with columns for Entry, Horse, and Rider. A 'Selected Class Ordering Options' dialog box is open, showing radio button options for 'Back Number', 'Back Number/Size', 'Back Number/Green Year', 'Random', 'Random/Size', and 'Random/Green Year', with 'Custom' selected. Below the dialog are buttons for 'Set Order Options', 'Space Multiple Horse Riders', and 'Print Paddock / Announcer's / Exhibitors Lists'. On the right, a list of classes is displayed with columns for 'No.' and 'Class Name'. Class 406, '\*\$30,000 Grand Traverse Bay Grand Prix II2a', is highlighted in blue.

Entry	Horse	Rider
1	547 Tornado	Andrew C. Welles
2	172 Ormsby Hill	Liza Finessess
3	445 Pako	Lillie Ross
4	571 Ultimate VDL	Kalvin Dobbs
5	832 Sandman	Maria Costa
6	537 Cover Girl 27	Alison Robitaille
7	1113 Uftaire	Hayley Barnhill
8	151 Grande Finale 3e	Emily M. Short
9	549 XM	Andrew C. Welles
10	519 Ad Fundum	Donald Cheska
11	237 Au Grand Coeur	Melissa A. Hirt
12	712 Casino Van De Helle	Erin E. Haas
13	168 Rocketman	Alan Korotkin
14	99 Cosmo	Laura Pfeiffer

No.	Class Name
340	Low Adult Jumper Table II, Sec 2 (c) 3'
341	Low Adult Jumper Table II, Sec 2 (b) 3'
342	Low Adult Jumper Table II, Sec 2.1
343	Low Children's Jumper Table II, Sec 2 (c) 3'
344	Low Children's Jumper Table II, Sec 2 (b) 3'
345	Low Children's Jumper Table II, Sec 2.1
400	\$2500 NAL/WIHS Child 3yr Classic II2a 1.15m
401	\$2500 NAL/WIHS Adult 3yr Classic II2a 1.15m
403	*\$10,000 S.HOF 3r/AO Jumper Prix II2a 1.40
404	*\$10,000 Open Jumper Welcome Prix II2a 1.45m
405	NAL \$5000 Lo 3r/AO Jumper Classic II2a 4'3"
406	*\$30,000 Grand Traverse Bay Grand Prix II2a
410	\$1000 Low Childrens Jumper Classic 1.05m II2b
411	\$1000 Low Adult Jumper Classic 1.05m II2b
416	\$2500 Mod Child Adult Jumper Classic 1.20m II2a
500	\$1000 Junior Hunter Classic 3'6" Top 20
502	\$1000 NAL/WIHS Ch Hunter Classic 3' Top 12
503	\$1000 NAL/WIHS Adult Hunter Classic 3' Top 12
504	2'6" Non-Pro Hunter Classic 2nd Round Top 12
508	\$1000 HS88 Pony Hunter Classic 2'3" 2'6" 3' Top
509	Short Stirrup Hunter Classic 2' 2nd Round Top 12
510	Children's Pony Hunter Classic 2'/2'6" Top 12
513	\$1000 Amateur Owner Hunter Classic 3'6" Top 12
600	Leadline 6yrs and under
601	Beginner Rider Walk Opportunity
602	Beginner Rider Walk Trot Opportunity
603	Beginner Rider Walk Trot Poles Opportunity
604	Beginner Rider Walk Trot Canter Opportunity
605	Beginner Rider Crossrails O/F Opportunity
606	Beginner Rider Crossrails O/F Opportunity

This is a close-up of the 'Selected Class Ordering Options' dialog box. It contains six radio button options: 'Back Number', 'Back Number/Size', 'Back Number/Green Year', 'Random', 'Random/Size', and 'Random/Green Year'. The 'Custom' option is selected. Below the options are two buttons: 'Set Order Options' and 'Space Multiple Horse Riders'. At the bottom is a button with a printer icon labeled 'Print Paddock / Announcer's / Exhibitors Lists'.

Most of the options are self explanatory, to the left we've selected Custom which requires some explanation. When you click the Custom button the following dialog box is displayed...



The entrants in the class are listed in the current order.

To exclude an entry from the list uncheck the box next to it, the only effect will be that it will not appear on class sheets.

You can build a complete order of go by entering the back numbers in the box at the bottom one by one and pressing enter.

If you make a mistake click the **CE** button, this will back up the order one step each time it's clicked.

You can also use the **Up** and **Down** buttons to make adjustments to the order.

#### See Also

[Class Sheets](#) <sup>151</sup>

[Clipboards](#) <sup>153</sup>

## 7.3 Scoring



### Scoring

ShowPro has a number of different built in tools to facilitate specialized scoring but the standard handling is to just type them into the entrants table on the classes screen. One the scores are in you

can sort the entrants by clicking in the Score (or Time) header and the you can place the class by clicking a button. This is described in the [Entering Results](#)<sup>[158]</sup> topic.

Specialized scoring functions are set in [Class Judges](#)<sup>[104]</sup>.

If you specify MOS Scoring the following tool will be available when you click the Scores button on the Classes screen.

MOS - Majority Opinion Scoring

Rank	Call Judge	2nd Judge	3rd Judge
1	114	482	482
2	411	411	411
3	186	114	276
4	173	186	236
5	383	383	173
6	276	236	476
7	305	537	114
8	476	435	305
9	482	476	383
10	472	276	186

Place	Number	H	M	L
1	482	1	1	9
2	411	2	2	2
3	114	1	3	7
4	186	3	4	10
5	383	5	5	9
6	173	4	5	x
7	276	3	6	10
8	236	4	6	x
9	476	6	8	9
10	305	7	8	x

Reset Load Save Place Class 10 Places Score Print Help Close

If you specify one of the score aggregating functions you get this tool...

Cummulative Scoring - Average/Drop Low

Entry No.	Judge 1	Judge 2	Cum. Score
41			
67			
98			
99			
251			
253			
266			
271			
276			

Place Class 10 Places Sort Print Help Close

#### See Also

[Running Your Show](#)<sup>[149]</sup>

<a href="#">Adds and Scratches</a>	149
<a href="#">Class Sheets</a>	151
<a href="#">Entering Results</a>	158
<a href="#">Verifying Entries</a>	161
<a href="#">Rotated Order of Go</a>	163
<a href="#">Section Results</a>	171
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<a href="#">Prize Money Recipients</a>	178
<a href="#">Bill To</a>	179
<a href="#">Barn/Trainer Accounts</a>	185
<a href="#">Combining Sections</a>	188
<a href="#">Splitting Sections</a>	191
<a href="#">Combining Classes</a>	196
<a href="#">Splitting Classes</a>	198
<a href="#">Custom/Adjusted Splits</a>	203
<a href="#">Tack Stall Splits</a>	204
<a href="#">Barn/Trainer Fee Splits</a>	208
<a href="#">USEF Database Query</a>	210

## 7.4 Entering Results



### Entering Results

To enter results select **Classes** from the **File** menu (or press **F3**) and on the **Results** tab you'll find a table for entering your results that looks like this...

Place	1	2	3
1	508		
2	643		
3	1133		
4	296		
5	239		
6	1043		
7	1157		
8	102		
9			
10			
11			
12			

The best way to enter results for the class selected from the list on the right is to just key them in to the Results table.

Starting with first place type in each back number and press enter. The active place will advance to the next cell.



Alternatively, you can highlight the entry in the entry table, click on the appropriate place field in the places table, and then click the **Add** button.



To remove a place, highlight the place in the places table and click the **Remove** button. If you hold the shift key on the keyboard and click this button it will remove the results for the entire class, or in the case of multiple judges for the currently selected judge.

9			
10			
11			
12			
← [ ] →			
Guillermo Iglesias			
Carlos Tobon			

If the class has multiple judges a list box containing the judges names will appear below the placings table. Click on each judges name to enter or view their results.

Place	1	2	3
1	781		
2	485		
3	600	896	
4			
5	716		
6	854		
7			
8			
9			
10			
11			
12			
← [ ] →			

If you have a tie, enter an entry number in both column 1 and column 2 and leave the next row blank. The table can scroll to the right to accept up to a 20 way tie. This is a tie for 3rd.

Place	1	2	3
1	726	110	
2	982	618	
3	724	1203	
4	1013	873	
5	372	664	
6	731	352	
7	895	662	
8	124	333	
9	617	150	
10			
11			
12			
← [ ] →			

ShowPro handles California style class splits with ease. Simply enter a double set of results.

## Concurrency

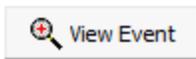
When you have concurrent classes there is a primary class and one or more secondary classes. All placing, entering of scores, and status is done through the primary class and all data will flow into the secondary classes as appropriate. The secondary classes are view only, they will appear with results as if you had entered them but the results that are there came automatically when you entered the results for the primary class.



When you are positioned on a primary class the little button to the left will appear, if you click it all entrants will be filtered from the list that are not entered in the actual primary class, this allows you to see the class entrants like a normal stand alone class.

## Events

Since the phases/go arounds of events are handled as normal classes there is nothing special that you need to do



There is a View Event button that appears however when you are positioned on a class that is a phase/go around of an event. When you click on this button a window is displayed that shows the overall event.

## Placing Scored or Timed Classes

For classes that have scores or times you can enter the scores or times and then click the **Score** or **Time** heading in the table, this will cause the entrants to be sorted by score or the time and the red arrow placing button to appear, clicking this button will cause the class to be placed for the selected judge according to the scores or times. The 8 is the max number of placings you want and is adjustable.

Place	1	2	3
1			
2			
3			
4			
5			
6			
7			
8			

8

Entry	x	Score	?	Horse	Rider
4	☒	75		Kangaroooster	Cheryl Humphrey
3	☒	71		Napalena	Richard A. Farrar
2	☒	66		Jabos Cal Girl	Jim Babcock
1	☒	65		Bashfully Hot	Danielle Long

Entry Counts

4 Total Class Entries From Judges Card 4

Main Ring, Friday, December 20, 2013

### See Also

- [Running Your Show](#) 149
- [Adds and Scratches](#) 149
- [Class Sheets](#) 151
- [Scoring](#) 150
- [Verifying Entries](#) 161
- [Rotated Order of Go](#) 163

<a href="#">Section Results</a>	171
<a href="#">Check Out</a>	172
<a href="#">Prize Money Recipients</a>	178
<a href="#">Bill To</a>	179
<a href="#">Barn/Trainer Accounts</a>	185
<a href="#">Combining Sections</a>	188
<a href="#">Splitting Sections</a>	191
<a href="#">Combining Classes</a>	196
<a href="#">Splitting Classes</a>	198
<a href="#">Custom/Adjusted Splits</a>	203
<a href="#">Tack Stall Splits</a>	204
<a href="#">Barn/Trainer Fee Splits</a>	208
<a href="#">USEF Database Query</a>	210

## 7.5 Verifying Entries



### Verifying Entries

The Verify Entries option is used to check for riding not entered situations. This is typically done when entering results and should probably be considered a part of entering results because for most shows bypassing this step would be unthinkable.



To verify the entries for a class click the **Verify Entries** button on the **Results** tab of the **Classes Screen**.

And the Verify Entries panel will be displayed...

The screenshot shows the Verify Entries panel. On the left, there is an 'Entry No' text box with a cursor inside, and a 'Done' button with a red checkmark icon below it. To the right, there are four vertical columns labeled 'Entered', 'Not Entered', 'Judged', and 'Not Judged' at the top. Each column is currently empty.

To verify the entries, enter each entry number from the judges card into the **Entry No.** box and press **Enter** after each number. As you are entering numbers you will see numbers accumulating in the **Entered** and **Judged** boxes. If you enter a number from the judges card that is not entered in the class, it will appear in the **Not Entered** box. When you have finished entering all the numbers, click the **Done** button.

When you click the Done button, any entries that were entered in the class but did not appear on the Judges card will appear in the **Not Judged** box.

By highlighting an item in the **Not Entered** box and then clicking the **Enter** button you can enter that horse in the class.

By highlighting an item in the **Not Judged** box and then clicking the **Scratch** button you can scratch that horse from the class.

Also, when you click the Done button each verified entry will be checked...

Entry	x	?	Horse	Rider
126	<input type="checkbox"/>		Isaura	Tracy Grandstrand
316	<input checked="" type="checkbox"/>		Argentum	Peter Pletcher
451	<input checked="" type="checkbox"/>		Rio's Daliah	Brewster Moore
523	<input checked="" type="checkbox"/>		Peridot	Tammy Provost
676	<input checked="" type="checkbox"/>		Justice	Caroline Weedon
743	<input checked="" type="checkbox"/>		Deja Vu	Cookie Beck
855	<input checked="" type="checkbox"/>		Momentus	Tammy Provost
856	<input checked="" type="checkbox"/>		Almost Majic	Tammy Provost
892	<input checked="" type="checkbox"/>		Drumline	Patricia Griffith
989	<input checked="" type="checkbox"/>		Bouley	Maggie McAlary
1030	<input checked="" type="checkbox"/>		Croquet	Caroline Weedon
1059	<input checked="" type="checkbox"/>		Corvino	Casey Hodges

And the From Judges Card counter will be updated...

Entry Counts	
12 Total Class Entries	From Judges Card 11

**Note:** You may choose to just check off the entries in the entries table manually if you have a small number of entries in the class, bypassing the Verify Entries option entirely.

#### See Also

[Running Your Show](#) <sup>149</sup>

<a href="#">Adds and Scratches</a>	149
<a href="#">Class Sheets</a>	151
<a href="#">Scoring</a>	156
<a href="#">Entering Results</a>	158
<a href="#">Rotated Order of Go</a>	163
<a href="#">Section Results</a>	171
<a href="#">Check Out</a>	172
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## 7.6 Rotated Order of Go



### Rotated Order of Go

ShowPro can manage rotated orders of go for your Jumper sections. To rotate orders of go select **Rotate Orders of Go** from the **Tools** menu, the following dialog box will be displayed...

Rotated Orders of Go

Junior/Amateur Owner Jumpers-High

No.	Class Name	Status
337	\$1200 High Jr/AmO Jumper 1.35m II 2b	Unordered
338	\$1200 High Jr/AmO Jumper 1.35m II 2c	Unordered
339	\$1200 High Jr/AmO Jumper 1.35m II 2.1	Unordered

Stadium, Wednesday, June 16, 2010, 02:18 PM

	Entry	Horse	Rider	
1	717	Van Gils Gust	Gabriella Mershad	<input type="checkbox"/> Post Entry
2	16	Rebel De Sainte-Hermell	Alyssa Mansfield	<input type="checkbox"/> G1
3	21	Peggy B	Spencer Smith	<input type="checkbox"/> G2
4	557	Viva's Romina	Jennifer Hauser	<input type="checkbox"/> G3
5	61	Eternity 18	Eirin Bruheim	
6	666	Unicum Van't Meerdaalh	Ali Boone	
7	518	Carlo Calucci	Tinita Hughes	<input type="button" value="Hand"/>
8	31	Calgary 30	Gabriella Mershad	<input type="button" value="Hand"/>
9	349	Ormsby Hill	Liza Finsness	<input type="button" value="Reset"/>
10	220	Anjelica	Gabby Stern	
11	15	Ulla Blue	Alyssa Mansfield	
12	974	Ultimate VDL	Kalvin Dobbs	
13	374	Utopia H 2	Erin Hickey	
14	354	Jumlord Z	Allyson Blais	<input type="button" value="Print"/>

At the top you select the section you are working with.

The classes in the section are listed below in the order that they are scheduled.

The rotation groups will be color coded according to this legend.

If your classes are not scheduled or you need to change the order of the classes for some reason you can do so using the buttons to the left but only prior to establishing the groups in the first class.

Use the Reset button to remove all ordering for the selected section.

You can print a paddock list of any class at any time.

Rotated Orders of Go

Junior/Amateur Owner Jumpers-High

No.	Class Name	Status
337	\$1200 High Jr/AmO Jumper 1.35m II 2b	Randomized
338	\$1200 High Jr/AmO Jumper 1.35m II 2c	Unordered
339	\$1200 High Jr/AmO Jumper 1.35m II 2.1	Unordered

Stadium, Wednesday, June 16, 2010, 02:18 PM

	Entry	Horse	Rider	
1	518	Carlo Calucci	Tinita Hughes	<input type="checkbox"/>
2	974	Ultimate VDL	Kalvin Dobbs	<input type="checkbox"/>
3	220	Anjelica	Gabby Stern	<input type="checkbox"/>
4	21	Peggy B	Spencer Smith	<input type="checkbox"/>
5	30	HH Cadans Z	Gabriella Mershad	<input type="checkbox"/>
6	374	Utopia H 2	Erin Hickey	<input type="checkbox"/>
7	557	Viva's Romina	Jennifer Hauser	<input type="checkbox"/>
8	31	Calgary 30	Gabriella Mershad	<input type="checkbox"/>
9	717	Van Gils Gust	Gabriella Mershad	<input type="checkbox"/>
10	586	Kourgann De Reis	Juan Andres Larrazab	<input type="checkbox"/>
11	61	Eternity 18	Eirin Bruheim	<input type="checkbox"/>
12	349	Ormsby Hill	Liza Finsness	<input type="checkbox"/>
13	15	Ulla Blue	Alyssa Mansfield	<input type="checkbox"/>
14	666	Unicum Van't Meerdaal	Ali Boone	<input type="checkbox"/>

Post Entry  
 G1  
 G2  
 G3

Step one is to establish the order of the first class of the section. This can be done using ShowPro's general ordering options on the classes screen, Order of Go tab, or it can be done here.

To the left the order of the class has been randomized using the **Randomize** button at the bottom.

Note the status of the first class now says "Randomized".

Rotated Orders of Go

Junior/Amateur Owner Jumpers-High

No.	Class Name	Status
337	\$1200 High Jr/AmO Jumper 1.35m II 2b	Randomized
338	\$1200 High Jr/AmO Jumper 1.35m II 2c	Unordered
339	\$1200 High Jr/AmO Jumper 1.35m II 2.1	Unordered

Stadium, Wednesday, June 16, 2010, 02:18 PM

Entry	Horse	Rider	Post Entry
1	30 HH Cadans Z	Gabriella Mershad	G1
2	51		G2
3	97		G3
4	22		
5	1		
6	2		
7	37		
8	3		
9	55		
10	586 Kourgann De Reis	Juan Andres Larrazab	
11	61 Eternity 18	Eirin Bruheim	
12	349 Ormsby Hill	Liza Finsness	
13	666 Unicum Van't Meerdaalh	Ali Boone	
14	16 Rebel De Sainte-Hermell	Alyssa Mansfield	

ShowPro Rotated Order Of Go

 Gabriella Mershad: 1, 8, 15  
Alyssa Mansfield: 5, 14

Once the order is randomized the next step is to space any multiple horse riders. ShowPro will space the multiple horse riders with 8 trips between them where possible and some number less than 8 if the number of entrants in the class or the number of horses per rider makes 8 trips impossible.

To the left the Space button has been pressed and two multiple horse riders have been spaced in the order. ShowPro is telling you who was spaced how.

As soon as the spacing info is cleared the status of class one will change to "Spaced".

The next and final step for the initial class will be to click **Set Groups**.

Rotated Orders of Go

Junior/Amateur Owner Jumpers-High

No.	Class Name	Status
337	\$1200 High Jr/AmO Jumper 1.35m II 2b	Ordered
338	\$1200 High Jr/AmO Jumper 1.35m II 2c	Unordered
339	\$1200 High Jr/AmO Jumper 1.35m II 2.1	Unordered

Stadium, Wednesday, June 16, 2010, 02:18 PM

	Entry	Horse	Rider	
1	30	HH Cadans Z	Gabriella Mershad	
2	518	Carlo Calucci	Tinita Hughes	
3	974	Ultimate VDL	Kalvin Dobbs	
4	220	Anjelica	Gabby Stern	
5	15	Ulla Blue	Alyssa Mansfield	
6	21	Peggy B	Spencer Smith	
7	374	Utopia H 2	Erin Hickey	
8	31	Calgary 30	Gabriella Mershad	
9	557	Viva's Romina	Jennifer Hauser	
10	586	Kourgann De Reis	Juan Andres Larrazab	
11	61	Eternity 18	Eirin Bruheim	
12	349	Ormsby Hill	Liza Finsness	
13	666	Unicum Van't Meerdaalh	Ali Boone	
14	16	Rebel De Sainte-Hermell	Alyssa Mansfield	

Post Entry  
 G1  
 G2  
 G3

The **Set Groups** button has been clicked, the rotation groups have been established and are now color coded.

Notice there are no buttons at the bottom for manipulating the order, all operations have been performed on the initial class.

Rotated Orders of Go

Junior/Amateur Owner Jumpers-High

No.	Class Name	Status
337	\$1200 High Jr/AmO Jumper 1.35m II 2b	Ordered
338	\$1200 High Jr/AmO Jumper 1.35m II 2c	Unordered
339	\$1200 High Jr/AmO Jumper 1.35m II 2.1	Unordered

Stadium, Thursday, June 17, 2010, 08:00 AM

	Entry	Horse	Rider	
1	436	Iron	Michael Burnett	<input type="checkbox"/>
2	490	Anberlin	Laura Pfeiffer	<input type="checkbox"/>
3	657	Lancero 6	Philippe P. Creuzot	<input type="checkbox"/>
4	897	Boragway	Filip Amram	<input type="checkbox"/>
5	960	Residenz	Ali Wolff	<input type="checkbox"/>
6	30	HH Cadans Z	Gabriella Mershad	<input type="checkbox"/>
7	15	Ulla Blue	Alyssa Mansfield	<input type="checkbox"/>
8	518	Carlo Calucci	Tinita Hughes	<input type="checkbox"/>
9	349	Ormsby Hill	Liza Finsness	<input type="checkbox"/>
10	220	Anjelica	Gabby Stern	<input type="checkbox"/>
11	974	Ultimate VDL	Kalvin Dobbs	<input type="checkbox"/>
12	374	Utopia H 2	Erin Hickey	<input type="checkbox"/>
13	354	Jumlord Z	Allyson Blais	<input type="checkbox"/>
14	586	Kourgann De Reis	Juan Andres Larrazab	<input type="checkbox"/>

Post Entry  
 G1  
 G2  
 G3

At some point, in this case probably the next morning it will be time to rotate the order for the second class in the section.

This is done with the **Rotate** button at the bottom.

Rotated Orders of Go

Junior/Amateur Owner Jumpers-High

No.	Class Name	Status
337	\$1200 High Jr/AmO Jumper 1.35m II 2b	Ordered
338	\$1200 High Jr/AmO Jumper 1.35m II 2c	Rotated
339	\$1200 High Jr/AmO Jumper 1.35m II 2.1	Unordered

Stadium, Thursday, June 17, 2010, 08:00 AM

	Entry	Horse	Rider	Post Entry
1	436			G1
2	490			G2
3	657			G3
4	897			
5	960			
6	717			
7	374			
8	557			
9	586	Kourgann De Reis	Juan Andres Larrazab	
10	16	Rebel De Sainte-Hermell	Alyssa Mansfield	
11	61	Eternity 18	Eirin Bruheim	
12	349	Ormsby Hill	Liza Finsness	
13	666	Unicum Van't Meerdaalh	Ali Boone	
14	354	Jumlord Z	Allyson Blais	

Rotated Order Of Go - Automatic Spa...

**i** Alyssa Mansfield: 10, 19  
Gabiella Mershad: 6, 15

To the left the **Rotate** button has been clicked.

A spacing operation is automatically initiated, this has to be done so rather than take a chance that the user may forget to do it ShowPro does it automatically.

Notice that there are a significant number of post entries that have gone to the head of the order.

When the spacing information is cleared the Rotate button will disappear, there is nothing left to be done with the order of this class.

Rotated Orders of Go

Junior/Amateur Owner Jumpers-High

No.	Class Name	Status
337	\$1200 High Jr/AmO Jumper 1.35m II 2b	Ordered
338	\$1200 High Jr/AmO Jumper 1.35m II 2c	Rotated
339	\$1200 High Jr/AmO Jumper 1.35m II 2.1	Unordered

Stadium, Thursday, June 17, 2010, 08:00 AM

	Entry	Horse	Rider	
1	436	Iron	Michael Burnett	
2	490	Anberlin	Laura Pfeiffer	
3	657	Lancero 6	Philippe P. Creuzot	
4	897	Boragway	Filip Amram	
5	960	Residenz	Ali Wolff	
6	717	Van Gils Gust	Gabriella Mershad	
7	374	Utopia H 2	Erin Hickey	
8	557	Viva's Romina	Jennifer Hauser	
9	586	Kourgann De Reis	Juan Andres Larrazab	
10	16	Rebel De Sainte-Hermell	Alyssa Mansfield	
11	61	Eternity 18	Eirin Bruheim	
12	349	Ormsby Hill	Liza Finsness	
13	666	Unicum Van't Meerdaalh	Ali Boone	
14	354	Jumlord Z	Allyson Blais	

Post Entry  
 G1  
 G2  
 G3

The final result for the second class of the section. Note the status for the class is "Rotated".

Eventually at an appropriate time you will rotate the order for the remaining class in the same fashion.

The post entries you see here will become part of the top group when the next class is rotated and will be rotated down to the bottom with the other group members.

Entrants not entered in this class will be new post entries at the top of the order of the next class in the section.

### See Also

- [Running Your Show](#) <sup>149</sup>
- [Adds and Scratches](#) <sup>149</sup>
- [Class Sheets](#) <sup>151</sup>
- [Scoring](#) <sup>156</sup>
- [Entering Results](#) <sup>158</sup>
- [Verifying Entries](#) <sup>161</sup>
- [Section Results](#) <sup>171</sup>
- [Check Out](#) <sup>172</sup>
- [Prize Money Recipients](#) <sup>178</sup>
- [Bill To](#) <sup>179</sup>
- [Barn/Trainer Accounts](#) <sup>185</sup>
- [Combining Sections](#) <sup>188</sup>
- [Splitting Sections](#) <sup>191</sup>
- [Combining Classes](#) <sup>196</sup>
- [Splitting Classes](#) <sup>198</sup>
- [Custom/Adjusted Splits](#) <sup>203</sup>

[Tack Stall Splits](#) <sup>204</sup>

[Barn/Trainer Fee Splits](#) <sup>208</sup>

[USEF Database Query](#) <sup>210</sup>

## 7.7 Section Results



### Section Results

The Section Results dialog allows you to view and also to print the Hunter Jumper Section Results for the show. For other breeds/disciplines see [high points](#) <sup>131</sup>. When you select Reports > Results > Section Results from the menu the following dialog box is displayed...

Section Results

Champion: Genuine      Reserve: Safari

Sections	Entry	Horse	Total	38	39	40	41	42
Non-Thoroughbred Hunter (b) Section B	▶ 439	Genuine	40.00	10.00	10.00	6.00	10.00	4.00
Pony Equitation	192	Safari	22.50	0.00	0.50	10.00	6.00	6.00
Regular Working Hunter	442	Castle	18.50	6.00	6.00	2.00	4.00	0.50
Second Year Green Working Hunter	190	Winterplace	18.00	4.00	2.00	1.00	1.00	10.00
Short Stimup Equitation	898	Lylac	7.50	0.50	1.00	4.00	2.00	0.00
Short Stimup Hunter	963	Midnight Hour	4.00	0.00	4.00	0.00	0.00	0.00
Small Junior Hunter, 15 Years and under								
Small Junior Hunter, 16-17 Years								
Small Pony Hunter								
Un-Restricted Children's/Adult Hunter								

Print    Print All    1    Copies     Include class results

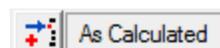
? Select Sections    USEF    Use these numbers    As Calculated    ? Help    Close

Selecting the section from the list on the left will display the standings for that section in the table to the right. The "money green" color is indicating the horses that received under saddle points, according to what was set up in the **Championship Points** dialog. The "cyan" color is indicating horses that did not receive the under saddle points. A yellow color would indicate points for a conformation model class half points. Regular Conformation Model classes get full points if they are not combined with Green Conformation Model otherwise model classes get half points.

For Hunter sections a **No U/S** check box will appear, if checked all U/S points will be applied, the normal Hunter U/S points handling will not be used for the selected section.

Checking **Include class results** produces a much more detailed report that includes the class results.

The **Select Sections** button will display a check list box of all sections. You can select which ones you want a championship for.



ShowPro calculates standings and assigns champion and reserve properly according to USEF rules automatically but sometimes for whatever reason the

show needs to control the champion(s) and reserve(s) and as long as the section is not USEF recognized there is no harm in this. The **As Calculated** to the left (and above) is indication that the champion(s) and reserve(s) were assigned automatically according to USEF rules but if you click the little button next to the **As Calculated** you can have complete control over how the champion(s) and reserve(s) are assigned...

"Fix" Standings

Standing	Entry	Name	Points
Champion	568	Woodstock	16.50
Reserve	420	Berkley	14.00
None	932	Double Delight	10.00
None	187	Bomeo	6.00
None	906	Pourkoipa Fontaine	6.00

Use Calculated Standings    "Fix" Standings as Above    Close

Here you can change the standing and even the order that the standings appear within ties. To use Fixed standings make your adjustments and then click **"Fix" Standings as Above**. To clear fixed standings you have previously set click **Use Calculated Standings**. Use the up and down buttons to change the order that the standings appear, this will only affect champions and reserves.

Don't forget to click **"Fix" Standings as Above** or **Use Calculated Standings**, you haven't changed anything until you do!

#### See Also

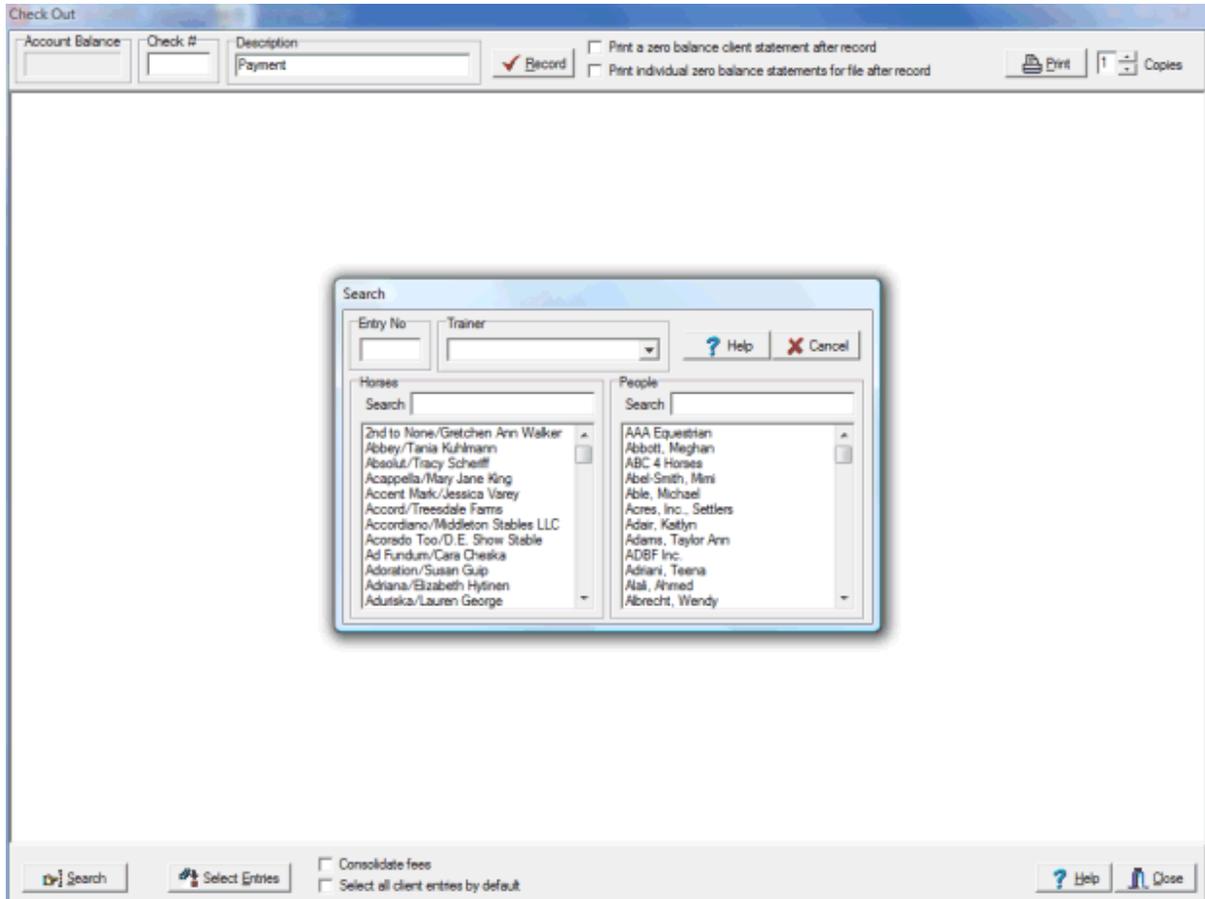
<a href="#">Running Your Show</a>	149
<a href="#">Adds and Scratches</a>	149
<a href="#">Class Sheets</a>	151
<a href="#">Scoring</a>	156
<a href="#">Entering Results</a>	158
<a href="#">Verifying Entries</a>	161
<a href="#">Rotated Order of Go</a>	163
<a href="#">Check Out</a>	172
<a href="#">Prize Money Recipients</a>	178
<a href="#">Bill To</a>	179
<a href="#">Barn/Trainer Accounts</a>	185
<a href="#">Combining Sections</a>	188
<a href="#">Splitting Sections</a>	191
<a href="#">Combining Classes</a>	196
<a href="#">Splitting Classes</a>	198
<a href="#">Custom/Adjusted Splits</a>	203
<a href="#">Tack Stall Splits</a>	204
<a href="#">Barn/Trainer Fee Splits</a>	208
<a href="#">USEF Database Query</a>	210

## 7.8 Check Out



### Check Out

To check out an entry or entries select **Check Out** from the **File** menu or press **F5** and the entry check out screen will be displayed...



The entry [search box](#)<sup>[20]</sup> is displayed so that you can search for the entry that you want to check out. Once you have selected an entry the statement for that entry will be pulled up in the statement viewer...

Check Out

Account Balance: **\$549.50**    Check #:    Description: Payment     Record     Print a zero balance client statement after record     Print individual zero balance statements for file after record       

Country Heir II  
Lexington, KY  
June 18 - 22, 2008  
**Statement**  
2008 Oct 23 11:05 PM

Entry: 196    Horse: Motown    Owner: Shannon Terrick  
3785 Avalon Trail  
Lebanon, OH 45036    USEF No: 4918494    USEF No: 5020880

Trainer: CiCi Grant    USEF No: 215529

CiCi Grant							Running Balance
No.	Class Name	Places	Entries	Prize	Fee	Amount	
98	Suitable Hunter	5th	23			0.00	
99	Suitable Hunter					0.00	
100	Suitable Hunter U/S	6th	9			0.00	
Karie Dupps							
No.	Class Name	Places	Entries	Prize	Fee	Amount	
141	\$200 Intermediate Children's Hunter	5th	35	24.00		-24.00	
142	\$200 Intermediate Children's Hunter	4th	35	26.00		-26.00	
143	\$200 Intermediate Children's Hunter					0.00	
144	\$200 Intermediate Children's Hunter	9th	34			0.00	
145	\$200 Intermediate Children's Hunter U/S					0.00	
186	Special Hunter				40.00	40.00	
203	Equitation 12-14 Years Flat				35.00	35.00	
						Sub Total	25.00
						Amount	90.00

**Entered Sections**  
Suitable Hunter (a) Section A

        Consolidate fees     Select all client entries by default       

There are a number of preferences that you can set that affect the operation of check out and the functionality can be fairly dramatically altered by these settings. So it is important for you discover which options you want set to get the type of checkout that you desire. Once you have your options set ShowPro will remember them and check out will operate according to your wishes as its default behavior. You also have the flexibility to use any of the special options on a per case basis.

### Basic Check Out

Check #

Once you have searched for you entry and have your statement in the viewer the cursor will be positioned in the check number box. If you type in the check number and press **Enter** a payment will be posted, the balance will be taken to zero, and the statement in the viewer will be updated. Pressing Enter in the check number box is a short cut, it is equivalent to pressing the **Record** button.

Description

The Description field defaults to "Payment" which may be sufficient in most cases but you have the flexibility to set the description to anything that suits your purpose.

Record

If you didn't take the short cut by pressing Enter in the check number box you must click the **Record** button or press **ALT/R**. This will post the payment and refresh the statement.

Print a zero balance client statement after record

Check the box at the left if you want ShowPro to print a zero balance statement after the payment is recorded. Most shows staple a zero balance statement to entry form, checking the box automates this for you.

Print individual zero balance statements for file after record

ShowPro has the ability to combine statements from several entries into one which will be covered below. Checking the box to the left causes the zero balance statements to be printed out individually even though they were combined into one. This allows you to still staple a zero balance statement to each individual entry.



At any time you can send what you have in your viewer to the printer by clicking the Print button or by pressing ALT/P. You can specify the number of copies to print.

That covers the basic fundamentals of check out. Next we'll cover the functions that allow you to combine multiple statements into one and the option that you use to control how that is done.

### Checking Out Multiple Entries



To check out multiple bills on one statement your first step is to select the entries to be combined, to do this click the **Select Entries** button or press **ALT/E**.

Select all client entries by default

Before you do that though you need to be aware that the check box to the left will potentially have a big affect on the outcome. If the box is checked all the bills for all the entries with horses owned by the same person as is on the selected entry will automatically be added into the bill. This includes any entries in the current show and any entries for shows selected for other balances. For example you might see something like this...

Check Out

Account Balance: **\$1,571.00**    Check #:    Description: Payment     Record     Print a zero balance client statement after record     Print individual zero balance statements for file after record       

Country Heir II  
Lexington, KY  
June 18 - 22, 2008  
**Statement**  
2008 Oct 24 10:54 AM

Owner: Lochmoor Stables  
1834 Oregon  
Lebanon, MO

Trainer: Mindy Darst

**Meredith Darst**

No.	Class Name	Amount
83	\$400 Medium Pony Hunter	\$217.00
84	\$400 ***Medium Pony Hunter	\$25.00
85	\$400 Medium Pony Hunter	\$352.00
86	\$400 Medium Pony Hunter	\$25.00
87	\$150 Medium Pony Hunter	\$475.00

Running Balance: -285.00

Entered Sections

Section	Amount
Medium Pony Hunter	240.00
	-45.00

Show Fees

	Qty	Fee	Amount
Standard Horse Stalls	1	225.00	225.00
Standard Tack Stalls	0	225.00	0.00
USEF Fee	1	12.00	12.00
Scratch Fee	1	25.00	25.00
			<u>262.00</u>

Total Prize Money Deducted: 265.00    Sub Total: 262.00    Total: 217.00

        Consolidate fees     Select all client entries by default       

Every entry with a horse owned by Lochmoor Stables has been combined into one statement. You can remove an entry by unchecking the box in the first column of the table. As you change the selection status of entries the total amount will change to reflect the new amount due

Select Entries

x	Entry No.	Horse	Show	Owner	Amount
<input checked="" type="checkbox"/>	13	First Blue	Country Heir II	Lochmoor Stables	\$217.00
<input checked="" type="checkbox"/>	14	Foxlair Infinity	Country Heir II	Lochmoor Stables	\$25.00
<input checked="" type="checkbox"/>	15	Weather Girl	Country Heir II	Lochmoor Stables	\$352.00
<input checked="" type="checkbox"/>	17	Once-scratch	Country Heir II	Lochmoor Stables	\$25.00
<input checked="" type="checkbox"/>	18	L.O.L.	Country Heir II	Lochmoor Stables	\$475.00
<input checked="" type="checkbox"/>	1107	Magic Carousel	Country Heir II	Lochmoor Stables	\$477.00
<input type="checkbox"/>	1231	Dare Me Little Willy	Country Heir II	Lochmoor Stables	\$0.00
<input type="checkbox"/>	1232	Footloose	Country Heir II	Lochmoor Stables	\$0.00

Select        Add any other entry by number     Add all client entries by default    Total    \$1,571.00

You can add any entry you want by typing the entry number into the **Add any other entry by number** box and pressing **Enter**. If the **Add all client entries by default** box is checked all entries related by the owner of the horse of the entry whose number you entered will be added also. Depending on your situation this may or may not be what you want - again, as mentioned earlier, you need to set the check

boxes to get the desired outcome. The default checked state of the **Add all client entries by default** check box follows the checked state of the Select all client entries by default check box at the bottom of the statement viewer - if it's checked this box will be checked when the Select Entries dialog opens otherwise it will not be checked.

Now if the **Add all client entries by default** check box is not checked then you're only going to get the single entry that you currently have selected...

Check Out

Account Balance: **\$25.00**    Check #:    Description: Payment     Record     Print a zero balance client statement after record     Print individual zero balance statements for file after record    Print    Copies

Country Heir II  
Lexington, KY  
June 18 - 22, 2008  
**Statement**  
2008 Oct 24 02:18 PM

Entry: 17 (Show Scratch)  
Horse: Once-scratch    USEF No: 5029102  
Owner: Lochmoor Stables    USEF No: 4597340  
1834 Oregonia Road  
Lebanon, OH 45036

Trainer: Mindy Darst    USEF No: 109035

Show Fees	Qty	Fee	Amount	Running Balance
Standard Horse Stalls	0	225.00	0.00	
Standard Tack Stalls	0	225.00	0.00	
Scratch Fee	1	25.00	25.00	
		Sub Total	25.00	25.00

**Balance Owed Show: \$25.00**

\*\*Check Results at CountryHeir.com\*\* Please Make Checks Payable To Frankie Stark

Search    Select Entries     Consolidate fees     Select all client entries by default    Help    Close

...which very well may be exactly what you want. The check out feature is very powerful but can also be very simple.

Consolidate fees

The **Consolidate Fees** check box allows you to, when you combine statements, to specify whether fees should be grouped together and listed at the end of the statement or be left broken out in the section for each entry. If someone has 10 horses chances are it makes sense to consolidate the fees but maybe not. In any case you have control over this.

**Note:** There is also a capability to check out multiple entries through the trainer accounts. If a trainer is paying the bill for some or all of their clients the best place to do it is through the trainer account.

**See Also**

<a href="#">Running Your Show</a>	149
<a href="#">Adds and Scratches</a>	149
<a href="#">Class Sheets</a>	151
<a href="#">Scoring</a>	156
<a href="#">Entering Results</a>	158
<a href="#">Verifying Entries</a>	161
<a href="#">Rotated Order of Go</a>	163
<a href="#">Section Results</a>	171
<a href="#">Prize Money Recipients</a>	178
<a href="#">Bill To</a>	179
<a href="#">Barn/Trainer Accounts</a>	185
<a href="#">Combining Sections</a>	188
<a href="#">Splitting Sections</a>	191
<a href="#">Combining Classes</a>	196
<a href="#">Splitting Classes</a>	198
<a href="#">Custom/Adjusted Splits</a>	203
<a href="#">Tack Stall Splits</a>	204
<a href="#">Barn/Trainer Fee Splits</a>	208
<a href="#">USEF Database Query</a>	210

## 7.9 Prize Money Recipients



### Prize Money Recipients

ShowPro allows complete flexibility in paying prize money when you need it but also has three levels of defaults that will handle the majority of cases. On the Classes Screen on the Prize Money tab there is a **Deduct prize money by default** check box, if this box is checked prize money will be deducted by default, if it's not checked checks will be issued by default. Right next to that check box is another check box that will override the global default setting for the currently selected class. This allows you to deduct the prize money in general but to issue checks for your Grand Prix for example.

On the Entry screen there is one default prize money payee that is designated by checking the **Prize Money** check box for that person or entity. The first owner on the entry is checked by default but you can select someone else if appropriate.

**Note:** If your prize money payee is not an owner or a rider simply add them on as a rider with no classes, you can then make them the default prize money recipient or a recipient for specific classes.



On the Account tab of the Entries Screen there is a **Recipients** button, when clicked the following dialog box is displayed....

No.	Class	Prize	Rider	Method	Prize Money Recipient
56	Atlas Fence Speed Challenge	920.00	Hilary Dobbs	Check	The Dobbs Group
57	Syracuse Corporate Challenge	10,500.00	Hilary Dobbs	Check	The Dobbs Group
59	TK99 Speed Derby	3,000.00	Hilary Dobbs	Check	The Dobbs Group
71	NATIONAL/INTERNATIONAL LIST		Hilary Dobbs	Check	The Dobbs Group
72	Corporate Team Challenge Team Awards	800.00	Hilary Dobbs	Deduct	Hilary Dobbs

? Help    Close

Here you can override the default method of payment and the default recipient on an individual class entry basis by manipulating the drop down lists.

See Also	
<a href="#">Running Your Show</a>	149
<a href="#">Adds and Scratches</a>	149
<a href="#">Class Sheets</a>	151
<a href="#">Scoring</a>	156
<a href="#">Entering Results</a>	158
<a href="#">Verifying Entries</a>	161
<a href="#">Rotated Order of Go</a>	163
<a href="#">Section Results</a>	171
<a href="#">Check Out</a>	172
<a href="#">Bill To</a>	179
<a href="#">Barn/Trainer Accounts</a>	185
<a href="#">Combining Sections</a>	188
<a href="#">Splitting Sections</a>	191
<a href="#">Combining Classes</a>	196
<a href="#">Splitting Classes</a>	198
<a href="#">Custom/Adjusted Splits</a>	203
<a href="#">Tack Stall Splits</a>	204
<a href="#">Barn/Trainer Fee Splits</a>	208
<a href="#">USEF Database Query</a>	210

## 7.10 Bill To



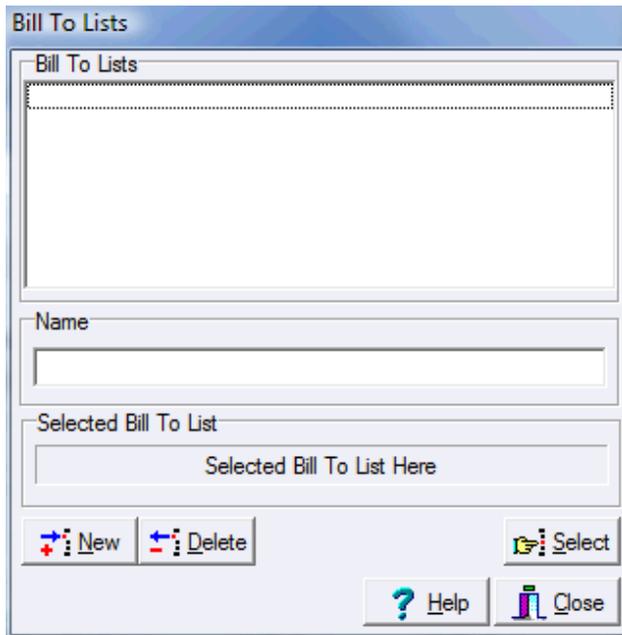
### Bill To

Bill to allows you to assign payees to a list and to then to assign accounts to payees. At check out you can combine all the accounts assigned to a payee into one bill. Each show can have a list assigned to it and the same list can be assigned to several shows. This allows you apply balances from other than the show you currently have open which is extremely useful if you're doing a series of shows.

In Data > [Show Parameters](#)<sup>[84]</sup> you create your Bill to Lists and assign them to shows.



When you click the Bill to Lists button in Data > [Show Parameters](#)<sup>[84]</sup> then following dialog box is displayed...



Bill To Lists

Bill To Lists

Name

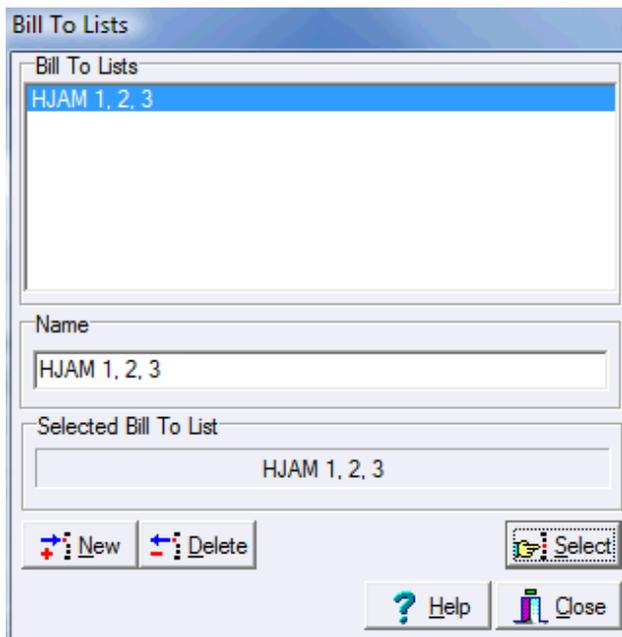
Selected Bill To List

Selected Bill To List Here

New Delete Select Help Close

Remember that what you're creating here is a list that you add payees to elsewhere. All you are doing here is creating an item, giving it a name, and associating it with one or more shows. The entire reason for creating a list here is so that it can potentially be associated with more than one show if your doing back to back shows where a payee may be paying accounts in more than one show.

To add a Bill to List click the **New** button



Bill To Lists

Bill To Lists

HJAM 1, 2, 3

Name

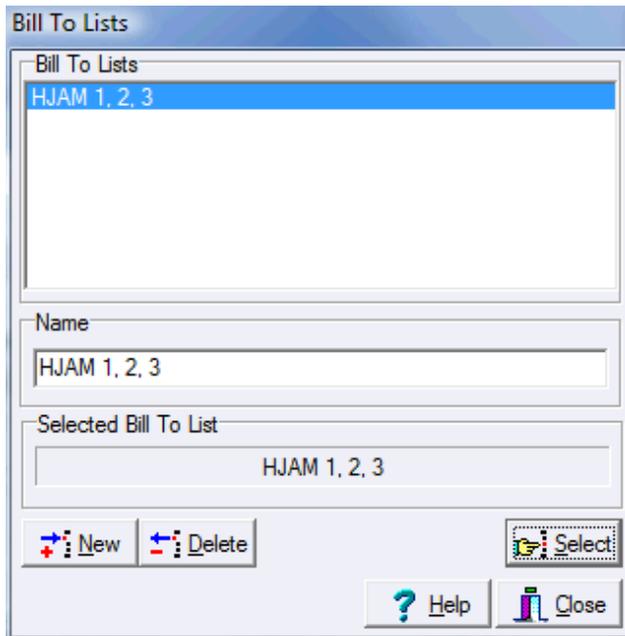
HJAM 1, 2, 3

Selected Bill To List

HJAM 1, 2, 3

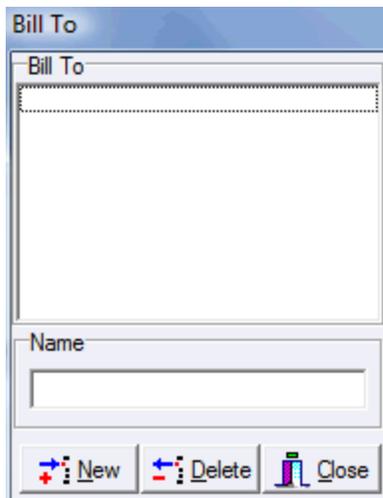
New Delete Select Help Close

And then edit the name to something meaningful.

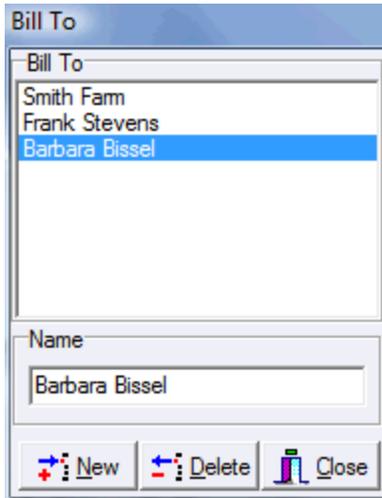


And then click **Select** to select it as the bill to list for the currently selected show (the one you have open). Remember, you can open another show and assign this same list to it as well.

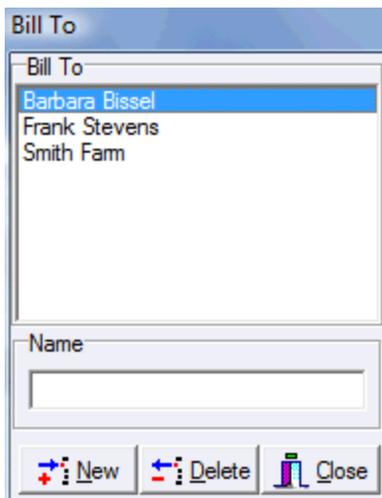
Now when you select Bill To from the Data menu you can add payees to the list you have associated to the show.



This is a typical [list editor](#)<sup>24)</sup>. Here you'll add the payees that you need to assign accounts to.

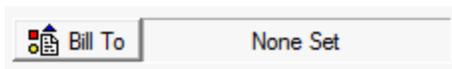


It's just a matter of clicking new, editing the name, and repeating until you have the items you need. You can of course come back and add more as needed.

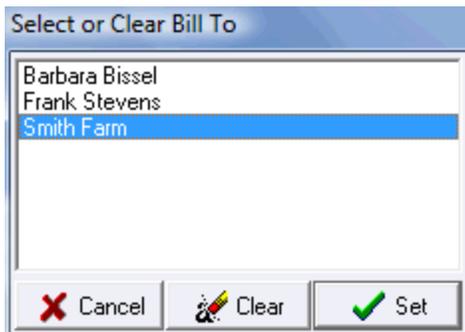


When you come back in here you'll find the names have been sorted alphabetically.

### Adding Accounts to a Bill To

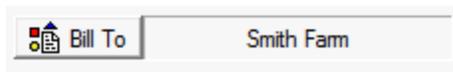


On the **Account** tab of the **Entry** Screen you'll see the **Bill To** button and the Bill To indicator.



When you click the Bill To button the selector dialog to the left is displayed. This enables you to set a bill to or to clear one that you have previously set.

Smith Farm is about to be set on this account. When it is this account will be included in the bill for Smith Farm at check out.



As you can see the indicator on the Account tab of the Entry Screen now says 'Smith Farm'.

### Checking Out a Bill To

Check Out

Balance: **\$300.00** Type: [ ] Number: [ ] Description: [ ] Payment: [ ]  Record  Print a zero balance client statement after record  Print individual zero balance statements for file after record  1 Copies

HJAM Annual Show  
Grass Lake, MI  
May 14 - 17, 2009  
**Statement**  
2010 Mar 06 01:05 PM

Entry: 105  
Horse: Legacy formerly Lortzing Legacy  
Owner: Stephanie Gould  
425 Millstone Court  
Rochester Hills, MI 48309  
Trainer: Brewster Moore

**Stephanie Gould**

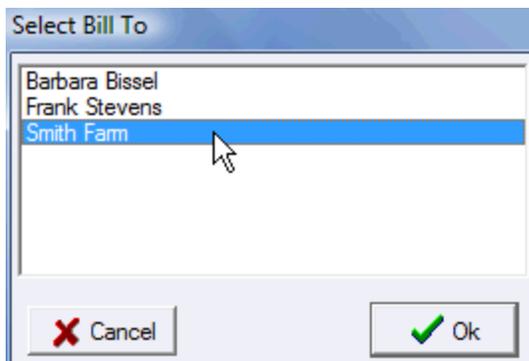
No.	Class Name	Fee	Amount	Running Balance
30	Amateur Owner Hunter		-15.00	
31	Amateur Owner Hunter	5th 6	20.00	-20.00
32	Amateur Owner Hunter	5th 6	20.00	-20.00
33	Amateur Owner Handy Hunter	2nd 6	45.00	-45.00
34	Amateur Owner Hunter U/S	2nd 6	45.00	-45.00
121	Unrestricted Children's/Adult Hunter	2nd 20	30.00	30.00
122	Unrestricted Children's/Adult Hunter	8th 16	30.00	30.00
123	Unrestricted Children's/Adult Hunter	4th 16	30.00	30.00
124	Unrestricted Children's/Adult Hunter	5th 12	30.00	30.00
125	Unrestricted Children's/Adult Hunter U/S	5th 7	30.00	30.00
			Sub Total 5.00	5.00

**Brewster Moore**

No.	Class Name	Places	Entries	Prize	Fee	Amount	Running Balance
109	Open Hunter				30.00	30.00	35.00

Consolidate fees  Select all client entries by default  Combine selected entries into one statement  Pay selected entries but print them separately

In checkout, notice the Bill To button near the bottom right. When you click the button the Select Bill To dialog is displayed.



When you select a Bill To and click OK all the accounts associated with that bill to are included in the bill...

Check Out

Balance: **\$2,430.00** Type: [ ] Number: [ ] Description: Payment  Record  Print a zero balance client statement after record  Print individual zero balance statements for file after record  1 Copies

HJAM Annual Show  
Grass Lake, MI  
May 14 - 17, 2009  
**Statement**  
2010 Mar 06 01:14 PM

Owner: Jim Sykes  
11393 Cascade Road  
Lowell, MI 49331  
USEF No: 300089

**Jim Sykes**

No.	Class Name	Places	Entries	Prize	Fee	Amount
104	Low Adult H					
105	Low Adult H					
325	Low Adult H					
333	HJAM Low					

**Nicole Jeffries**

No.	Class Name	Places	Entries	Prize	Fee	Amount
61	Adult Amateur Hunter 18-35	6th	7	5.00	30.00	25.00
62	Adult Amateur Hunter 18-35 1st rnd Classic Score	6th	7	5.00	30.00	25.00
63	Adult Amateur Hunter 18-35	7th	7		30.00	30.00
64	Adult Amateur Hunter 18-35	3rd	7	10.00	30.00	20.00
65	Adult Amateur Hunter 18-35 U/S	1st	6	25.00	30.00	5.00
121	Unrestricted Children's/Adult Hunter	7th	20		30.00	30.00
122	Unrestricted Children's/Adult Hunter				30.00	30.00
124	Unrestricted Children's/Adult Hunter U/S	2nd	7		30.00	30.00

Running Balance: 120.00

**Select Entries**

x	Entry No.	Horse	Show	Owner	Amount
<input checked="" type="checkbox"/>	166	T.C. Brown	HJAM Annual Show	Sykes, Jim	\$440.00
<input checked="" type="checkbox"/>	327	All About Me	HJAM Annual Show	Jeffries, Nicole	\$200.00
<input checked="" type="checkbox"/>	389	Flashy Jag	HJAM Annual Show	Fajen, Olivia	\$110.00
<input checked="" type="checkbox"/>	105	Legacy formerly Lortzing Legacy	HJAM Annual Show	Gould, Stephanie	\$330.00

Select   Add all client entries by default Total: \$2,430.00

Consolidate fees  Combine selected entries into one statement

Select all client entries by default  Pay selected entries but print them separately

ShowPro has several methods of checking people out...

- Simple checkout right from the Entry Screen
- Checkout through the trainer account
- Using the Checkout Tool
- Using the Checkout Tool with Bill To

Each has its purpose and its advantages. The secretary that understands these tools and knows when to apply them can make their job a lot easier.

#### See Also

[Running Your Show](#) <sup>149</sup>

[Adds and Scratches](#) <sup>149</sup>

[Class Sheets](#) <sup>151</sup>

[Scoring](#) <sup>156</sup>

[Entering Results](#) <sup>158</sup>

[Verifying Entries](#) <sup>161</sup>

[Rotated Order of Go](#) <sup>163</sup>

[Section Results](#) <sup>171</sup>

[Check Out](#) <sup>172</sup>

[Prize Money Recipients](#) <sup>178</sup>

[Barn/Trainer Accounts](#) <sup>185</sup>

[Combining Sections](#) <sup>188</sup>

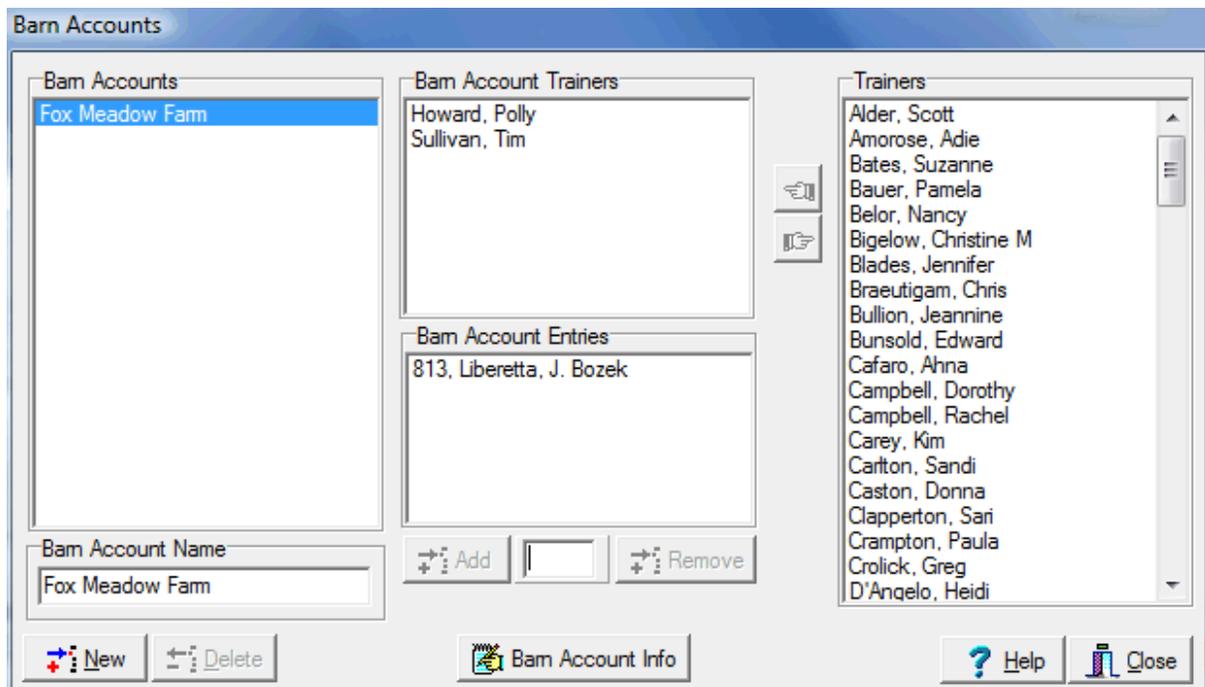
<a href="#">Splitting Sections</a>	191
<a href="#">Combining Classes</a>	196
<a href="#">Splitting Classes</a>	198
<a href="#">Custom/Adjusted Splits</a>	203
<a href="#">Tack Stall Splits</a>	204
<a href="#">Barn/Trainer Fee Splits</a>	208
<a href="#">USEF Database Query</a>	210

## 7.11 Barn/Trainer Accounts



### Barn/Trainer Accounts

By default in ShowPro each trainer has an account assigned to them, this happens automatically. However, multiple trainers and/or individual entries can be assigned to a single account. Splitting and checkout activities can then be carried out over the entire set of entries. To assign trainers and/or individual entries to barn accounts select Barn Accounts from the Data menu, the following dialog box is displayed...



Above to the left is a simple [list editor](#)<sup>[24]</sup> that you use to add a barn account to your list. To the right is a list of all the trainers in your database. In the center top two trainers have been pushed over from the right to assign them to the Fox Meadow Farm barn account. In the center bottom the entry 813 has been added as an individual entry. To add an individual entry type the back number into the box and press **Enter** or click the **Add** button.

When you move a trainer into a barn account any fees, stalls, payments, paid clients, etc. are moved into the barn account. Ideally you assign your trainers to barn accounts early on, before anything has

been done to the trainer's account, but that is not always possible. If you move a trainer out of a barn account an individual account will be created for them but *nothing will be transferred from the barn account*.

Below you see what the top of the entry screen looks like when it's trainer is assigned to a barn account...

Entry No 762	Barn Account Fox Meadow Farm Account	Trainer Howard, Polly Edit	1 of 8
-----------------	---	-------------------------------	--------

Here you see what an entry looks like with a stand alone trainer...

Barn Account / Trainer Rheinheimer, Michael Account Edit	1 of 1
---	--------

To access the barn/trainer account from the Entries Screen for the current entry click the **Account** button near the top. You can also select Trainer Accounts from the Tools menu and the following dialog box is displayed...

Barn Account: Timber Ridge/Font/Owens

First Prior Timber Ridge/Font/Owens Next Last

Account Credits/Debits Client Balances Client Payments Splits Notes

Type	Number	Date	Description	By	Amount
New					
Total Payments					\$0.00

Stalls: 15 / 3 / 1

Fee Name	Fee	Qty	Amount
USEF Fee	15.00	0.000	0.00
Operations	55.00	0.000	0.00
Late Entry-After June 1	50.00	0.000	0.00
Late Entry Fee	25.00	0.000	0.00
Replacement Fee	25.00	0.000	0.00
Scratch Fee	25.00	0.000	0.00
Total Show Fees			\$0.00

Miscellaneous Credits: \$0.00

\$0.00 Stalls  
4,230.00  
0.00 Credits  
**\$4,230.00** Balance

\$0.00 Client Balances/Payments  
\$0.00 Miscellaneous Debits

Print Check

\$4,230.00 Balance Type Check Number Record Print 1 Copies Help Close

The Barn/Trainer Account works very much like the account for each entry. There is a very similar check out function.

You have the ability to add client statements to the trainers account by simply clicking the entry on the **Client Balances** tab...

Barn Account: Timber Ridge/Font/Owens

First Prior Timber Ridge/Font/Owens Next Last

Account Credits/Debits Client Balances Client Payments Splits Notes

x	Entry No.	Horse	Owner	Amount
<input type="checkbox"/>	107	DSH Ursolina	DS Holdings LLC	\$817.00
<input type="checkbox"/>	108	Lucio 18	DS Holdings LLC	\$1,117.00
<input type="checkbox"/>	109	Peggi Sue	DS Holdings LLC	\$1,117.00
<input type="checkbox"/>	340	Gardenio	YZ Partners LLC	\$307.00
<input type="checkbox"/>	341	Crossfire	Tony Font	\$424.50
<input type="checkbox"/>	342	Carmen	Deana Blackburn	\$307.00
<input type="checkbox"/>	343	Carastello	Deana Blackburn	\$562.00
<input type="checkbox"/>	344	Sechelles	Deana Blackburn	\$352.00
Total To Be Paid				\$0.00

Select

\$4,230.00 Balance Type Check Number Record Print 1 Copies Help Close

The **Client Payments** tab shows the client payments that have been recorded....

Barn Account: Timber Ridge/Font/Owens

First Prior Timber Ridge/Font/Owens Next Last

Account Credits/Debits Client Balances Client Payments Splits Notes

Check No.	Date	Entry No.	Horse	Owner	Amount
3324	06/09/10	107	DSH Ursolina	DS Holdings LLC	\$817.00
3324	06/09/10	108	Lucio 18	DS Holdings LLC	\$1,117.00
3324	06/09/10	109	Peggi Sue	DS Holdings LLC	\$1,117.00
3324	06/09/10	340	Gardenio	YZ Partners LLC	\$307.00
3324	06/09/10	341	Crossfire	Tony Font	\$424.50
3324	06/09/10	342	Carmen	Deana Blackburn	\$307.00
3324	06/09/10	343	Carastello	Deana Blackburn	\$562.00
Total Paid					\$4,651.50

Delete

\$0.00 Balance Type Check Number Record Print 1 Copies Help Close

Trainer Account Print Options

Print Trainer Statement

No Client Statements

All Client Statements

Selected Client Statements

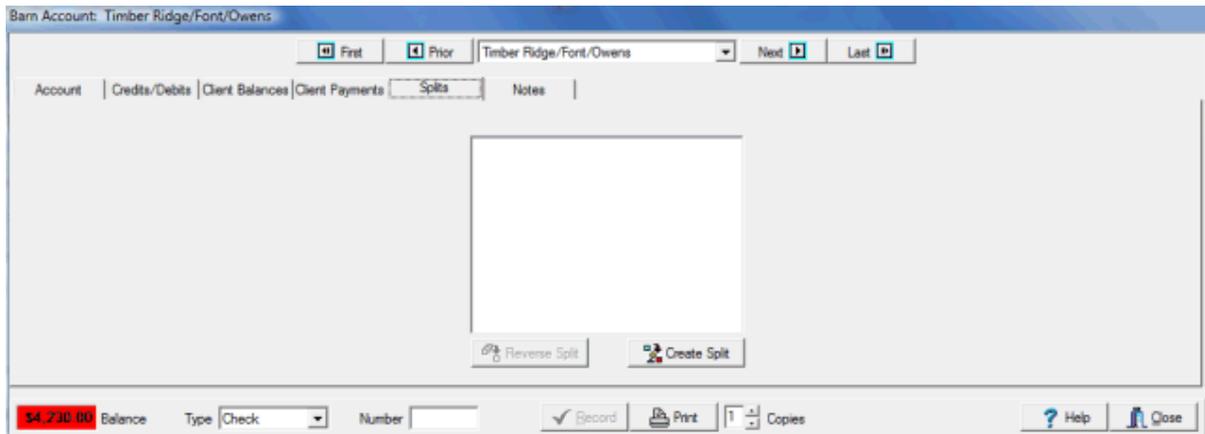
Paid Client Statements

Unpaid Client Statements

To print the trainers and/or the clients statements click the **Print** button and the dialog box to the left is displayed.

Selected client balances refers to those selected on the Client Balances tab.

In the Professional Edition the Trainer Account has a **Splits** tab...



You can create a split here but more importantly you can reverse a split here by selecting it in the box and clicking the **Reverse Split** button. The **Create Split** button displays the [Trainer Fee Splits](#) <sup>[208]</sup> dialog which is also available from the tools menu.

#### See Also

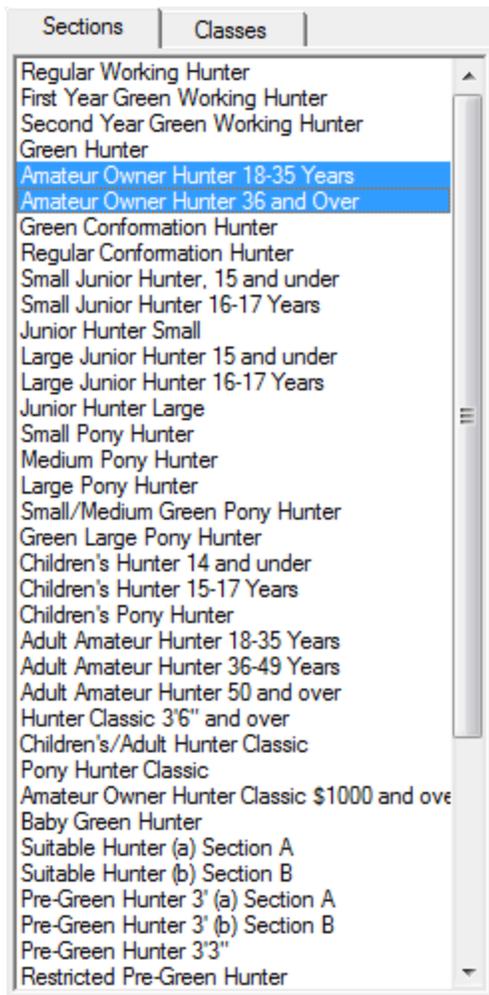
- [Running Your Show](#) <sup>[149]</sup>
- [Adds and Scratches](#) <sup>[149]</sup>
- [Class Sheets](#) <sup>[151]</sup>
- [Scoring](#) <sup>[156]</sup>
- [Entering Results](#) <sup>[158]</sup>
- [Verifying Entries](#) <sup>[161]</sup>
- [Rotated Order of Go](#) <sup>[163]</sup>
- [Section Results](#) <sup>[171]</sup>
- [Check Out](#) <sup>[172]</sup>
- [Prize Money Recipients](#) <sup>[178]</sup>
- [Bill To](#) <sup>[179]</sup>
- [Combining Sections](#) <sup>[188]</sup>
- [Splitting Sections](#) <sup>[191]</sup>
- [Combining Classes](#) <sup>[196]</sup>
- [Splitting Classes](#) <sup>[198]</sup>
- [Custom/Adjusted Splits](#) <sup>[203]</sup>
- [Tack Stall Splits](#) <sup>[204]</sup>
- [Barn/Trainer Fee Splits](#) <sup>[208]</sup>
- [USEF Database Query](#) <sup>[210]</sup>

## 7.12 Combining Sections



### Combining Sections

To combine sections, on the Show Screen highlight the sections you would like to combine in the Sections List...



**Note:** Combining Sections applies to the Hunter Jumper discipline only.

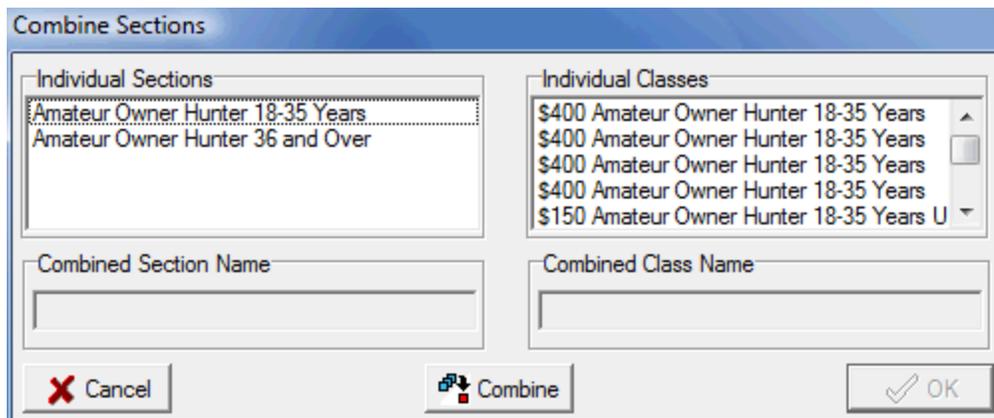
You can highlight sections by clicking and dragging or CTRL/clicking.



After you have more than one section highlighted, the **Combine Sections** button will appear beneath the sections list.

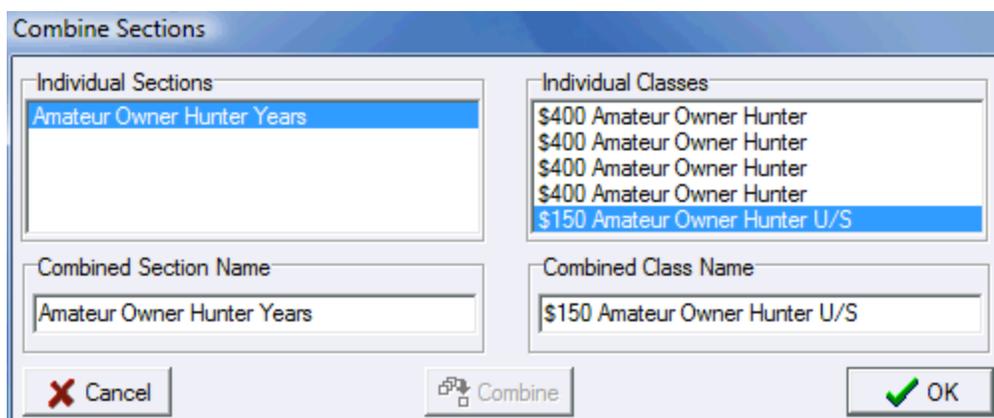
**Note:** Sections can only be combined if they have the same number of over fences classes, the same number of under saddle classes, and the same number of conformation classes. Otherwise the Combine Sections button will not appear.

When you click the Combine Sections button the **Combine Sections** dialog is displayed...



The next step is to click the **Combine** button.

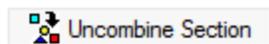
Which will combine the sections...



The **Combined Section Name** and **Combined Class Name** edit boxes are provided so that you can set these names to something that you are satisfied with. In the case of the class names you will have to click on each class in the list above, to the right, so that you may edit the class name in the box below.

Click the **OK** button to follow through with combining the sections.

Click the **Cancel** button if you decide not to combine the sections.



If you need to uncombine some sections, click on the resulting combined section in the sections list to highlight it. The button at the left will appear. Click it, and the sections will be uncombined.

#### See Also

[Running Your Show](#) <sup>149</sup>

[Adds and Scratches](#) <sup>149</sup>

[Class Sheets](#) <sup>151</sup>

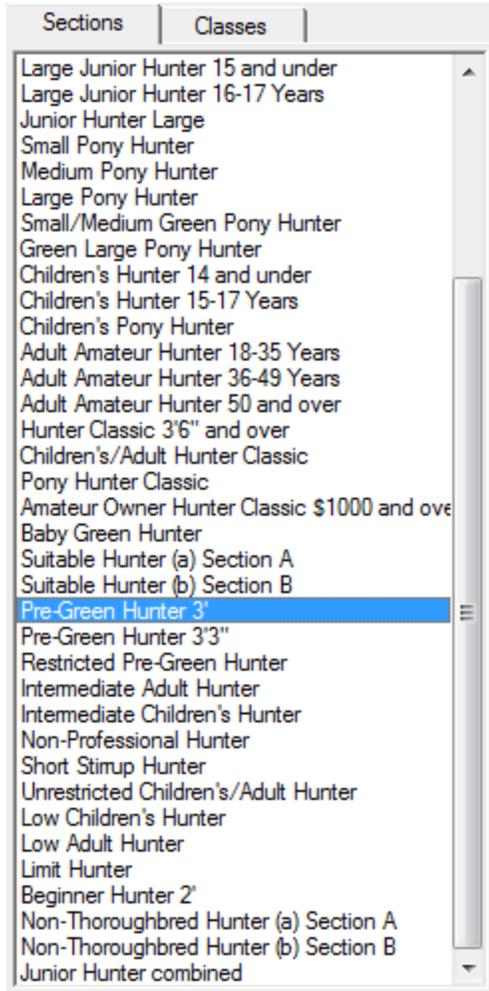
<a href="#">Scoring</a>	156
<a href="#">Entering Results</a>	158
<a href="#">Verifying Entries</a>	161
<a href="#">Rotated Order of Go</a>	163
<a href="#">Section Results</a>	171
<a href="#">Check Out</a>	172
<a href="#">Prize Money Recipients</a>	178
<a href="#">Bill To</a>	179
<a href="#">Barn/Trainer Accounts</a>	185
<a href="#">Splitting Sections</a>	191
<a href="#">Combining Classes</a>	196
<a href="#">Splitting Classes</a>	198
<a href="#">Custom/Adjusted Splits</a>	203
<a href="#">Tack Stall Splits</a>	204
<a href="#">Barn/Trainer Fee Splits</a>	208
<a href="#">USEF Database Query</a>	210

## 7.13 Splitting Sections



### Splitting Sections

To split a section, highlight the section you would like to split in the Sections List...



**Note:** Combining Sections applies to the Hunter Jumper discipline only.



The **Split Sections** button will appear beneath the sections list.

When you click the **Split Sections** button the Split Sections dialog is displayed...

Split Section

Pre-Green Hunter 3'

Split By

Every Other Number

Random Equally

Green Year

Size

Age

Cancel Next

Sections can be split either every other number, random equally, by green year, or by size...

Select the method you would like to use, and then click **Next**.

**Note:** If you split every other number entries added after the split occurs will be added randomly as the every other numbering can change with any add and the entries must be maintained in their original splits.

Split Section

Pre-Green Hunter 3' - Split by Age

Split Section

2 Ways

3 Ways

4 Ways

Cancel Previous Next

Select the number of ways to split, and then click **Next**.

Split Section

Pre-Green Hunter 3' - Split by Age

<= 17 17 and Under

>= 18 18 and Over

Cancel Previous Next

Depending on how you're splitting you'll have an additional step.

For setting ages you can use age numbers and also the <= and >= symbols to specify any possible age split.

Click **Next**.

You can name the resulting sections if you like.

Edit the section names if you like, and then click **Next**.

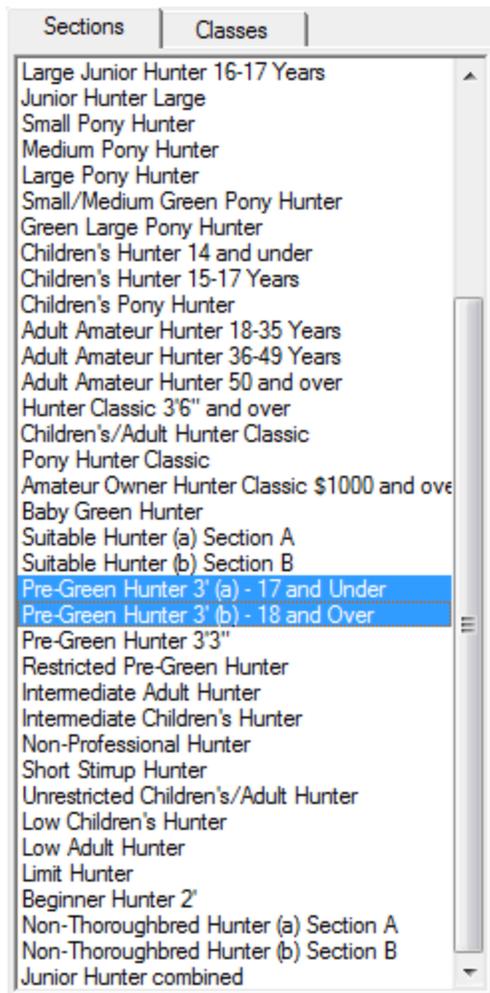
If you split your section other than randomly you will have an opportunity to edit the names of the resulting individual classes....

Select the class from the list...

And edit the name below.

When you are done editing the names, click **Finish**.

If you need to unsplit a section...



Highlight the sections that resulted from the split ...

The **Unsplit Section** button will appear below the list...



Click the **Unsplit Section** button and the section will be restored exactly as it was before.

### See Also

<a href="#">Running Your Show</a>	149
<a href="#">Adds and Scratches</a>	149
<a href="#">Class Sheets</a>	151
<a href="#">Scoring</a>	156
<a href="#">Entering Results</a>	158
<a href="#">Verifying Entries</a>	161
<a href="#">Rotated Order of Go</a>	163
<a href="#">Section Results</a>	171
<a href="#">Check Out</a>	172
<a href="#">Prize Money Recipients</a>	176
<a href="#">Bill To</a>	179
<a href="#">Barn/Trainer Accounts</a>	185
<a href="#">Combining Sections</a>	188
<a href="#">Combining Classes</a>	196
<a href="#">Splitting Classes</a>	198
<a href="#">Custom/Adjusted Splits</a>	203
<a href="#">Tack Stall Splits</a>	204
<a href="#">Barn/Trainer Fee Splits</a>	208
<a href="#">USEF Database Query</a>	210

## 7.14 Combining Classes



### Combining Classes



On the show screen, to the left of the classes table, underneath the Add, Remove, Up, Down buttons are the two buttons shown to the left. The top of these buttons is used to combine classes. When you click on this button the Combine Classes dialog box is displayed...

At the top is drop down box to select the division, the first step is to locate the classes to be combined so select the appropriate division.



Next select the classes to be combined and push them over to the right using the **Add** button...

Combine Individual Classes

Division  
Bella Forma

Uncombined Classes

- 61) Fino Geldings
- 62) Fino Stallions
- 63) Pleasure Sub-Junior Youth
- 64) Performance Amateur Owner Fillies 3 Years
- 66) Performance Amateur Owner Fillies 4 Years
- 68) Performance Amateur Owner Mares
- 71) Fino Sub-Junior Youth
- 72) Sale Class
- 73) Pleasure Fillies 3 Years Old
- 75) Pleasure Fillies 4 Years Old

To Be Combined Classes

- 69) Performance Amateur Owner Geldings
- 70) Performance Amateur Owner Stallions

Combined Classes

25) Fino A/O Colts & Geldings 3 Years Old

New Class Name

Cancel Uncombine Combine

Next enter the name for the new combined class...

Combine Individual Classes

Division  
Bella Forma

Uncombined Classes

- 61) Fino Geldings
- 62) Fino Stallions
- 63) Pleasure Sub-Junior Youth
- 64) Performance Amateur Owner Fillies 3 Years
- 66) Performance Amateur Owner Fillies 4 Years
- 68) Performance Amateur Owner Mares
- 71) Fino Sub-Junior Youth
- 72) Sale Class
- 73) Pleasure Fillies 3 Years Old
- 75) Pleasure Fillies 4 Years Old

To Be Combined Classes

- 69) Performance Amateur Owner Geldings
- 70) Performance Amateur Owner Stallions

Combined Classes

25) Fino A/O Colts & Geldings 3 Years Old

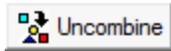
New Class Name  
Performance Amateur Owner

Cancel Uncombine Combine



To finish click the **Combine** button.

### Uncombining Classes



To uncombine previously combined classes select the combined class in the Combined Classes drop down on the left side (show above) and then click the **Uncombine** button.

#### See Also

<a href="#">Running Your Show</a>	149
<a href="#">Adds and Scratches</a>	149
<a href="#">Class Sheets</a>	151
<a href="#">Scoring</a>	156
<a href="#">Entering Results</a>	158
<a href="#">Verifying Entries</a>	161
<a href="#">Rotated Order of Go</a>	163
<a href="#">Section Results</a>	171
<a href="#">Check Out</a>	172
<a href="#">Prize Money Recipients</a>	178
<a href="#">Bill To</a>	179
<a href="#">Barn/Trainer Accounts</a>	185
<a href="#">Combining Sections</a>	188
<a href="#">Splitting Sections</a>	191
<a href="#">Splitting Classes</a>	198
<a href="#">Custom/Adjusted Splits</a>	203
<a href="#">Tack Stall Splits</a>	204
<a href="#">Barn/Trainer Fee Splits</a>	208
<a href="#">USEF Database Query</a>	210

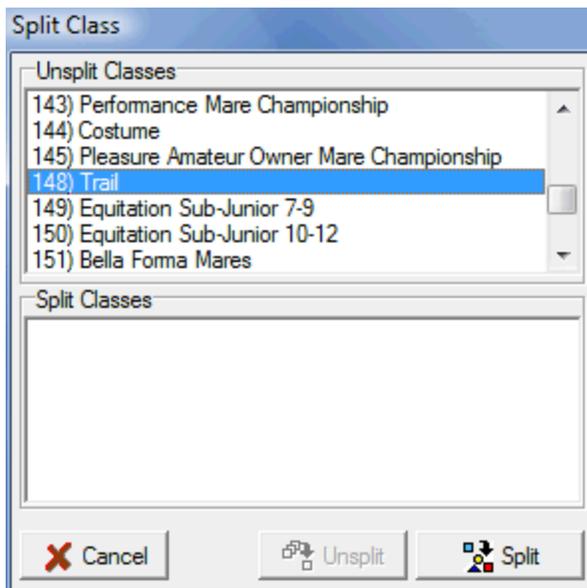
## 7.15 Splitting Classes



### Splitting Classes



On the show screen, to the left of the classes table, underneath the Add, Remove, Up, Down buttons are the two buttons shown to the left. The bottom of these buttons is used to split classes. When you click on this button the Split Classes dialog box is displayed...

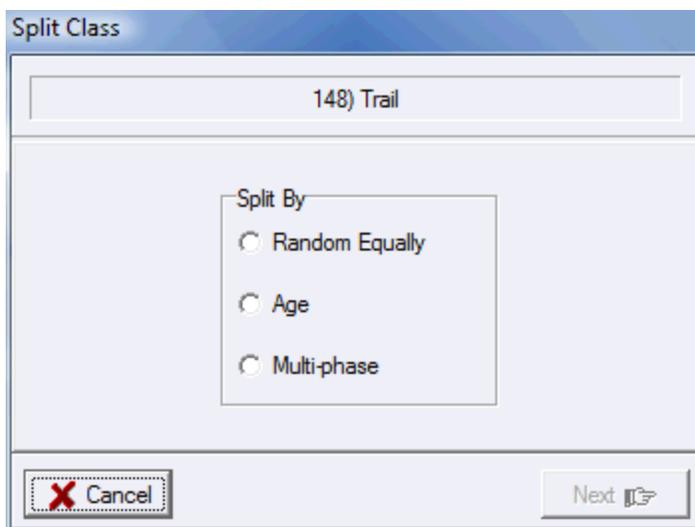


The box at the top lists the individual classes you have in your show that have not already been split and are available for splitting.

The box at the bottom list the classes that you have already split and are available to be unsplit.

To split a class select it in the top box and click the **Split** button.

To unsplit a class select it in the bottom box and click the **Unsplit** button.



Depending on whether the class you're splitting is a Hunter Jumper class or not you'll get a different set of splitting options. To the left are the options you'll see for a Non Hunter Jumper class.

Split Class

179) Low Hunter

Split By

- Random Equally
- Green Year
- Size
- Age
- Multi-phase

Cancel Next

To the left are the options you'll see for a Hunter Jumper class.

Split Class

148) Trail - Split Random Equally

Split By

- Random Equally
- Age
- Multi-phase

Cancel Next

Select splitting option and click **Next**.

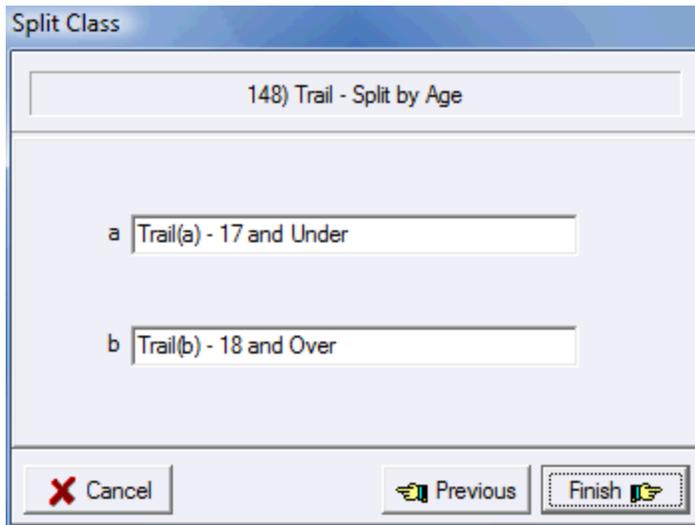
The screenshot shows a dialog box titled "Split Class" with a subtitle "148) Trail - Split Random Equally". Inside the dialog, there is a section labeled "Split Class" with three radio button options: "2 Ways" (which is selected), "3 Ways", and "4 Ways". At the bottom of the dialog, there are three buttons: "Cancel" with a red X icon, "Previous" with a left-pointing arrow, and "Next" with a right-pointing arrow.

Select the number of ways and click **Next**.

The screenshot shows a dialog box titled "Split Class" with a subtitle "148) Trail - Split by Age". Inside the dialog, there are two rows of input fields. The first row has a "<=" operator, a text box containing "17", and a button labeled "17 and Under". The second row has a ">=" operator, a text box containing "18", and a button labeled "18 and Over". At the bottom of the dialog, there are three buttons: "Cancel" with a red X icon, "Previous" with a left-pointing arrow, and "Next" with a right-pointing arrow.

If you're splitting by rider/handler age a page will be displayed to allow you to specify the age groups.

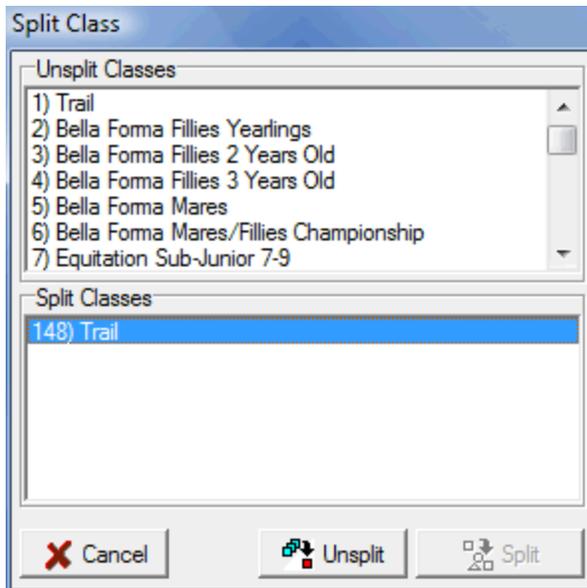
In any case, click **Next**.



Next you'll have an opportunity to edit the names of the classes or approve them as they stand.

Click **Finish** and you're done.

### Unsplitting Classes



Once classes are split they appear in the **Split Classes** list at the bottom of the Split Class dialog.

To unsplit a class click on it to select it and then click the **Unsplit** button, everything will be put back as it was before the class was split.

**Note:** Don't try and split a class that you have combined, you must uncombine classes that have been combined. Likewise, don't try and combine classes that you have split, you must unsplit classes that you have split.

### See Also

<a href="#">Running Your Show</a>	149
<a href="#">Adds and Scratches</a>	149
<a href="#">Class Sheets</a>	151
<a href="#">Scoring</a>	156
<a href="#">Entering Results</a>	158
<a href="#">Verifying Entries</a>	161
<a href="#">Rotated Order of Go</a>	163

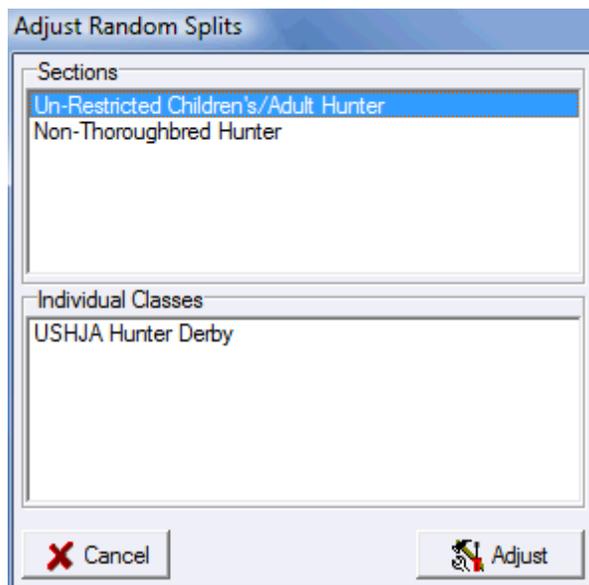
<a href="#">Section Results</a>	171
<a href="#">Check Out</a>	172
<a href="#">Prize Money Recipients</a>	178
<a href="#">Bill To</a>	179
<a href="#">Barn/Trainer Accounts</a>	185
<a href="#">Combining Sections</a>	188
<a href="#">Splitting Sections</a>	191
<a href="#">Combining Classes</a>	196
<a href="#">Custom/Adjusted Splits</a>	203
<a href="#">Tack Stall Splits</a>	204
<a href="#">Barn/Trainer Fee Splits</a>	208
<a href="#">USEF Database Query</a>	210

## 7.16 Custom/Adjusted Splits



### Custom/Adjusted Splits

Sometimes when you split a class or a section you want to be able to control who goes in which part of the split to maintain the competitiveness of the split or for any number of other reasons. To accomplish this in ShowPro you first split the [class](#) or [section](#) randomly and then adjust the random split by selecting **Adjust Random Split** from the **Tools** menu. When you do that the following dialog box is displayed...

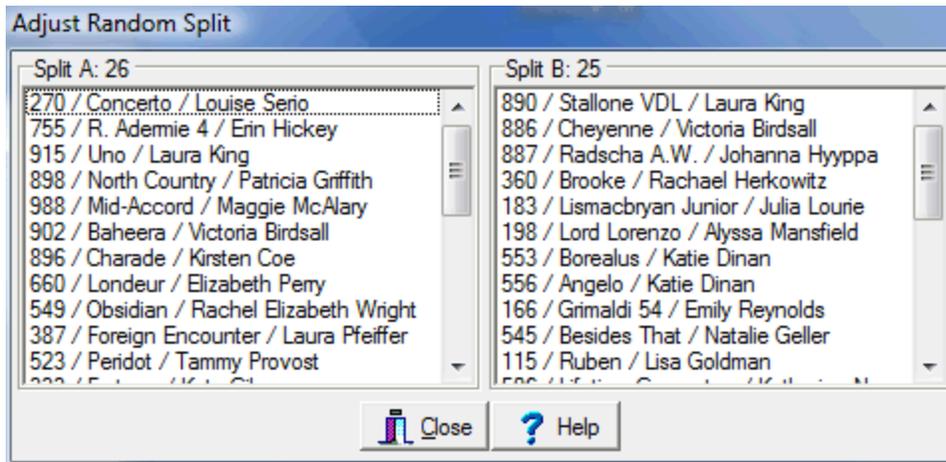


For Hunter Jumpers any randomly split sections are listed at the top.

Any randomly split classes are listed at the bottom.

Select the section or class that you want to adjust and click **Adjust**.

And the following dialog box is displayed...



To adjust the split you click on and drag entrants from one list and drop them in another. This is a two way split, a three or four way split would have additional lists.

#### See Also

<a href="#">Running Your Show</a>	149
<a href="#">Adds and Scratches</a>	149
<a href="#">Class Sheets</a>	151
<a href="#">Scoring</a>	156
<a href="#">Entering Results</a>	158
<a href="#">Verifying Entries</a>	161
<a href="#">Rotated Order of Go</a>	163
<a href="#">Section Results</a>	171
<a href="#">Check Out</a>	172
<a href="#">Prize Money Recipients</a>	176
<a href="#">Bill To</a>	179
<a href="#">Barn/Trainer Accounts</a>	185
<a href="#">Combining Sections</a>	188
<a href="#">Splitting Sections</a>	191
<a href="#">Combining Classes</a>	196
<a href="#">Splitting Classes</a>	198
<a href="#">Tack Stall Splits</a>	204
<a href="#">Barn/Trainer Fee Splits</a>	208
<a href="#">USEF Database Query</a>	210

## 7.17 Tack Stall Splits



### Tack Stall Splits

The ShowPro Professional Edition has a great tool to help you with tack stall splits, select **Tack Stall Splits** from the **Tools** menu and the following dialog is displayed...

Tack Stall Splits

First Prior PJP Next Last

PJP

Tack Stalls: 18 / 1

Stalls: 0 X

Total Tack Stalls: **18**

Split: Tack Stalls: 18 / 36

Apply

Reset

Entry	Horse	Owner	Stalls	Tack/N	Tack/D
57	NLF Valhall	Eirin Bruheim	1	0	0
58	NLF Trans Atlantic	Eirin Bruheim	1	0	0
59	Say No More	Lene Bruheim	1	0	0
60	NLF Felix Das Pferd	Eirin Bruheim	1	0	0
61	Etemity 18	Bruheim-Sims Show Jumpers	1	0	0
62	NLF Casabella	Lene Bruheim	1	0	0
63	Je M'Appelle Chester	Nordic Lights Fam, LLC	1	0	0
64	Cicero 75	Nordic Lights Fam, LLC	1	0	0
65	Qarco VT Merelsnest	Nordic Lights Fam, LLC	1	0	0

36 Entries, 53 Total Stalls

Checked Out  Show Scratch  ? Help Close

The above shows the [barn account](#) <sup>185</sup> with 18/1 tack stalls which is 18 stalls as any number over one is the same value as the number. The barn account/trainer stalls are expressed as a fraction in case the barn account/trainer will participate in the split also for some reason. The split is automatically set to the most likely split. But in this case we have five show scratches that it so happens will not be participating in the tack stall split, so we will set our split to 18 / 31 (18 stalls divided amongst 31 entries) ...

Tack Stall Splits

PJP

PJP  
 Tack Stalls: 18 / 1  
 Stalls: 0 X  
 Total Tack Stalls: **18**  
 Split: Tack Stalls: 18 / 31

Entry	Horse	Owner	Stalls	Tack/N	Tack/D
57	NLF Valhall	Eirin Bruheim	1	0	0
58	NLF Trans Atlantic	Eirin Bruheim	1	0	0
59	Say No More	Lene Bruheim	1	0	0
60	NLF Felix Das Pferd	Eirin Bruheim	1	0	0
61	Etemity 18	Bruheim-Sims Show Jumpers	1	0	0
62	NLF Casabella	Lene Bruheim	1	0	0
63	Je M'Appelle Chester	Nordic Lights Farm, LLC	1	0	0
64	Cicero 75	Nordic Lights Farm, LLC	1	0	0
65	Qarco VT Merelsnest	Nordic Lights Farm, LLC	1	0	0

36 Entries, 53 Total Stalls

Checked Out  
 Show Scratch

And now we click the **Apply** button...

Tack Stall Splits

PJP

PJP  
 Tack Stalls: 0 / 0  
 Stalls: 0 X  
 Total Tack Stalls: **20 26/76**  
 Split: Tack Stalls: 0 / 0

Entry	Horse	Owner	Stalls	Tack/N	Tack/D
57	NLF Valhall	Eirin Bruheim	1	18	31
58	NLF Trans Atlantic	Eirin Bruheim	1	18	31
59	Say No More	Lene Bruheim	1	18	31
60	NLF Felix Das Pferd	Eirin Bruheim	1	18	31
61	Etemity 18	Bruheim-Sims Show Jumpers	1	18	31
62	NLF Casabella	Lene Bruheim	1	18	31
63	Je M'Appelle Chester	Nordic Lights Farm, LLC	1	18	31
64	Cicero 75	Nordic Lights Farm, LLC	1	18	31
65	Qarco VT Merelsnest	Nordic Lights Farm, LLC	1	18	31

36 Entries, 55 26/76 Total Stalls

Checked Out  
 Show Scratch

But now we have a non whole number for the trainer that is almost certainly incorrect and that we want to avoid, but it's because we need to remove our show scratches from the split...

Entry	Horse	Owner	Stalls	Tack/N	Tack/D
168	Caden	Shadyside Fam	1	18	31
169	Free Bird	Shadyside Fam	1	18	31
226	Cantos 12	Daniel Arendt	1	18	31
228	Three Wishes	Peter Pletcher	1	18	31
229	Tuscan Sun	Peter Pletcher	1	18	31
230	Pink Floyd	Peter Pletcher	1	18	31
231	Rio's Echo	Patricia Turen	1	18	31
233	Dolce Nero	Melanie Barnes	1	0	0
234	Argentum	Alta Basaldua	1	18	31

Now we have our whole number of tack stalls and a correct split.

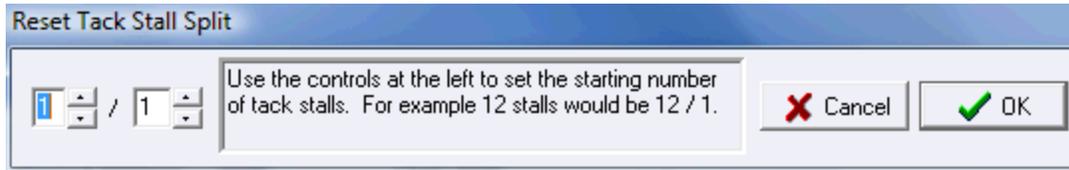
And now the tack stall split will be reflected properly on all the entries.

Note that if stall types are being used in your show that they are available here for reference and that you can also set them here.

**Note:** Horse stalls are available here for reference and to help you catch a possible mistake, they play no role in the tack stall split.



If things change with the stall split after you have already made your split and you want to start over you can click the Reset button, the following dialog will be displayed...



Set the stalls to the correct number and click Ok.

#### See Also

<a href="#">Running Your Show</a>	149
<a href="#">Adds and Scratches</a>	149
<a href="#">Class Sheets</a>	151
<a href="#">Scoring</a>	156
<a href="#">Entering Results</a>	158
<a href="#">Verifying Entries</a>	161
<a href="#">Rotated Order of Go</a>	163
<a href="#">Section Results</a>	171
<a href="#">Check Out</a>	172
<a href="#">Prize Money Recipients</a>	176
<a href="#">Bill To</a>	179
<a href="#">Barn/Trainer Accounts</a>	185
<a href="#">Combining Sections</a>	188
<a href="#">Splitting Sections</a>	191
<a href="#">Combining Classes</a>	196
<a href="#">Splitting Classes</a>	198
<a href="#">Custom/Adjusted Splits</a>	203
<a href="#">Barn/Trainer Fee Splits</a>	208
<a href="#">USEF Database Query</a>	210

## 7.18 Barn/Trainer Fee Splits



### Barn/Trainer Fee Splits

The ShowPro Professional Edition has a great tool to help you with trainer fee splits, select Trainer Fee Splits from the Tools menu and the following dialog box is displayed...

Trainer Fee Splits

First Trainer: [Previous] Prior Trainer: Clapperton, Sari Next Trainer: [Next] Last Trainer: [Next]

Fee Name	Fee	Qty	Amount	x
Paddock per week	350.00	2.000	700.00	<input type="checkbox"/>
Shavings	8.50	50.000	425.00	<input type="checkbox"/>
Tim/Alf Hay	18.00	10.000	180.00	<input type="checkbox"/>
Crimped oats	20.00	5.000	100.00	<input type="checkbox"/>
Straw	10.00	2.000	20.00	<input type="checkbox"/>

Entry	Horse	Owner	X
14	Zorro	Sari Clapperton	<input type="checkbox"/>
15	Ivory Coast	Cassie Moffatt	<input type="checkbox"/>
16	Pop-Socks	Cassie Moffatt	<input type="checkbox"/>
17	Camus	Cassie Moffatt	<input type="checkbox"/>
838	Good Times	Sarah Lane	<input type="checkbox"/>
961	Magnolia	Bright Star 158, LLC	<input type="checkbox"/>

6 Entries

Checked Out  
 Show Scratch

Client Miscellaneous Debit Description: Feed/Bedding Split

It's a simple matter of selecting the fees that should be part of the split...

Trainer Fee Splits

First Trainer: [Previous] Prior Trainer: Clapperton, Sari Next Trainer: [Next] Last Trainer: [Next]

Fee Name	Fee	Qty	Amount	x
Paddock per week	350.00	2.000	700.00	<input checked="" type="checkbox"/>
Shavings	8.50	50.000	425.00	<input checked="" type="checkbox"/>
Tim/Alf Hay	18.00	10.000	180.00	<input checked="" type="checkbox"/>
Crimped oats	20.00	5.000	100.00	<input checked="" type="checkbox"/>
Straw	10.00	2.000	20.00	<input checked="" type="checkbox"/>

Entry	Horse	Owner	X
14	Zorro	Sari Clapperton	<input checked="" type="checkbox"/>
15	Ivory Coast	Cassie Moffatt	<input type="checkbox"/>
16	Pop-Socks	Cassie Moffatt	<input type="checkbox"/>
17	Camus	Cassie Moffatt	<input type="checkbox"/>
838	Good Times	Sarah Lane	<input type="checkbox"/>
961	Magnolia	Bright Star 158, LLC	<input type="checkbox"/>

6 Entries

Checked Out  
 Show Scratch

Client Miscellaneous Debit Description: Feed/Bedding Split

And then setting the portion of the split for each entry. For an even split, set them all to 1. If someone doesn't participate in the split, set their multiplier to zero. If someone has a double split for some reason, set their multiplier to 2. Then click the Do Split button...

Trainer Fee Splits

First Trainer: [Previous] Prior Trainer: Clapperton, Sari Next Trainer: [Next] Last Trainer: [Next]

Fee Name	Fee	Qty	Amount	x
Paddock per week	350.00	2.000	700.00	<input type="checkbox"/>
Shavings	8.50	50.000	425.00	<input type="checkbox"/>
Tim/Alf Hay	18.00	10.000	180.00	<input type="checkbox"/>
Crimped oats	20.00	5.000	100.00	<input type="checkbox"/>
Straw	10.00	2.000	20.00	<input type="checkbox"/>

Entry	Horse	Owner	X
14	Zorro	Sari Clapperton	<input type="checkbox"/>
15	Ivory Coast	Cassie Moffatt	<input type="checkbox"/>
16	Pop-Socks	Cassie Moffatt	<input type="checkbox"/>
17	Camus	Cassie Moffatt	<input type="checkbox"/>
838	Good Times	Sarah Lane	<input type="checkbox"/>
961	Magnolia	Bright Star 158, LLC	<input type="checkbox"/>

6 Entries

Checked Out  
 Show Scratch

Client Miscellaneous Debit Description: Feed/Bedding Split

The trainers fees have been split among the clients as you directed. The Splits tab on the Entry Screen will show the split itemized...

Split Name	Fee Name	Fee	Qty	Amount
Feed/Bedding Split	Shavings	8.50	25.000	212.50
Feed/Bedding Split	Timothy Hay	16.00	5.000	80.00
Feed/Bedding Split	Vitality Sweet Feed	16.00	3.000	48.00
Feed/Bedding Split	Paddock per week	350.00	0.333	116.66
Feed/Bedding Split	Shavings	8.50	8.333	70.83
Feed/Bedding Split	Tim/Alf Hay	18.00	1.667	30.00
Total				\$577.98

The split may be itemized or summarized on the clients statement.

#### See Also

<a href="#">Running Your Show</a>	149
<a href="#">Adds and Scratches</a>	149
<a href="#">Class Sheets</a>	151
<a href="#">Scoring</a>	156
<a href="#">Entering Results</a>	158
<a href="#">Verifying Entries</a>	161
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<a href="#">Section Results</a>	171
<a href="#">Check Out</a>	172
<a href="#">Prize Money Recipients</a>	178
<a href="#">Bill To</a>	179
<a href="#">Barn/Trainer Accounts</a>	185
<a href="#">Combining Sections</a>	188
<a href="#">Splitting Sections</a>	191
<a href="#">Combining Classes</a>	196
<a href="#">Splitting Classes</a>	198
<a href="#">Custom/Adjusted Splits</a>	203
<a href="#">Tack Stall Splits</a>	204
<a href="#">USEF Database Query</a>	210

## 7.19 USEF Database Query

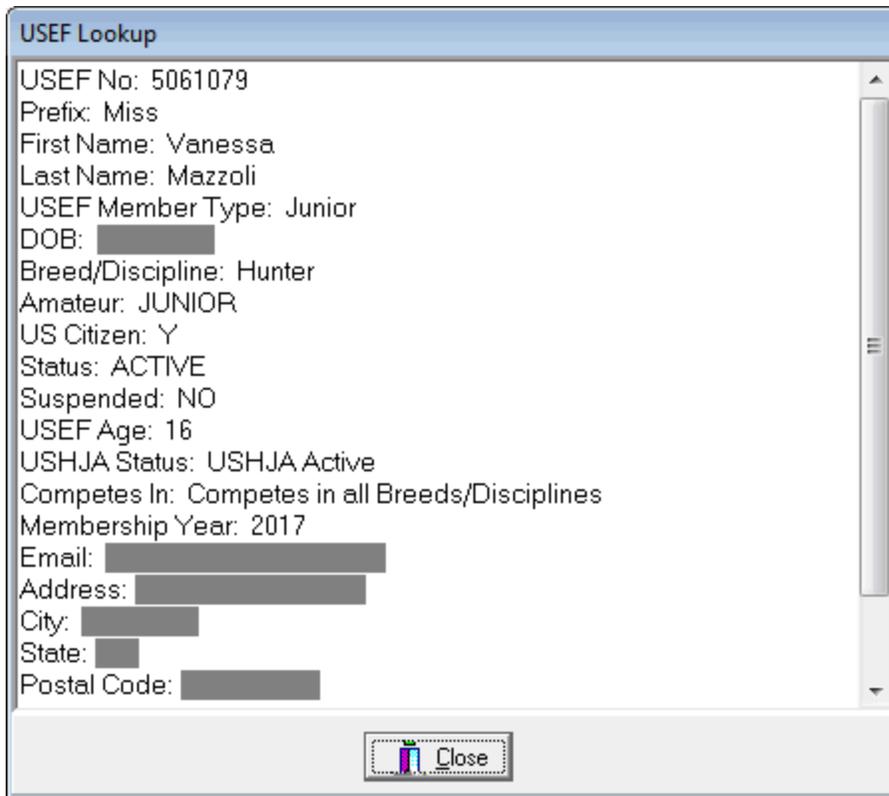


### USEF Database Query

The Professional version of ShowPro has the ability to query the USEF database over the internet in a number of ways. There is a realtime mode that queries the database as you add entries. There is also a function that queries the database for every horse and person involved in the show. This can be done in a hotel room or at home and is provided for those who do not have internet access at the show grounds.

**Note:** A connection to the internet is required to use the USEF Database Query features.

You can also click on a USEF No. label next to a membership number box and the information for that horse or rider will be displayed...



USEF Lookup

USEF No: 5061079  
Prefix: Miss  
First Name: Vanessa  
Last Name: Mazzoli  
USEF Member Type: Junior  
DOB: [REDACTED]  
Breed/Discipline: Hunter  
Amateur: JUNIOR  
US Citizen: Y  
Status: ACTIVE  
Suspended: NO  
USEF Age: 16  
USHJA Status: USHJA Active  
Competes In: Competes in all Breeds/Disciplines  
Membership Year: 2017  
Email: [REDACTED]  
Address: [REDACTED]  
City: [REDACTED]  
State: [REDACTED]  
Postal Code: [REDACTED]

Close

**Note:** Contact info and date of birth has been blocked out above.

USEF Realtime Query Enabled

On the **Tools** menu there is a menu item that enables the real time query function, with this menu item checked horses and people are automatically queried as they are added to entries.

Checking **USEF Realtime Query Enabled** turns on the realtime query mode. When this is on as you create entries and horses and people are added to the entries they will be automatically checked with the USEF database for the same problems that the full USEF Database Query identifies.

On the Entry Screen, bottom tabs, to the far right there is the **USEF Query** tab...

Classes	Sections	Account	Payments/Fees	Class Fees	Splits	Credits/Debits	Prize Checks	Contact Info	Notes	USEF Query
Entry No.	x	Horse Issues				Person Issues				
568	<input type="checkbox"/>					W. Hamilton: Not a USHJA Member				
580	<input type="checkbox"/>	Possible Incorrect Owner				A. Harrison: Invalid ID Number				
615	<input type="checkbox"/>	Invalid ID Number				T. Eyeman: SUSPENDED, Y. Morris: Non Member, Not a USHJA Member				
637	<input type="checkbox"/>					C. Golomb (Trainer): No ID Number				
643	<input type="checkbox"/>	Possible Incorrect Owner								
670	<input type="checkbox"/>	Possible Incorrect Owner								
671	<input type="checkbox"/>	Possible Incorrect Owner								
684	<input type="checkbox"/>	Possible Incorrect Owner								
685	<input type="checkbox"/>					S. Rhodes: Non Member, Not a USHJA Member				

Per entry notes: S. Rhodes: Auto charged USHJA non member fee

Clicking the Do Query button will initiate a complete USEF Database Query of your entire show. All horses and people in the show will be checked.

When you do a query the information is retained even if you exit the program. If you do another query the issues are updated, as they are subject to change at midnight, but your comments are retained as are any check marks you have added. The check marks allow you to hide items that you have already dealt with, you have the ability to show/hide the checked items. You can add per entry notes and if ShowPro auto charges non member fees it will add notes to that effect of it's own.

#### See Also

<a href="#">Running Your Show</a>	149
<a href="#">Adds and Scratches</a>	149
<a href="#">Class Sheets</a>	151
<a href="#">Scoring</a>	156
<a href="#">Entering Results</a>	158
<a href="#">Verifying Entries</a>	161
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<a href="#">Section Results</a>	171
<a href="#">Check Out</a>	172
<a href="#">Prize Money Recipients</a>	176
<a href="#">Bill To</a>	178
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<a href="#">Splitting Sections</a>	191
<a href="#">Combining Classes</a>	196
<a href="#">Splitting Classes</a>	198
<a href="#">Custom/Adjusted Splits</a>	203
<a href="#">Tack Stall Splits</a>	204
<a href="#">Barn/Trainer Fee Splits</a>	208

## 8 After The Show



### In This Chapter

[Verifying Results](#) <sup>213</sup>

[Submitting Results](#) <sup>214</sup>

[Printing Prize Checks](#) <sup>219</sup>

[Web Results](#) <sup>220</sup>

[Hunter Jumper Circuit Points](#) <sup>223</sup>

[High Point Circuit Points](#) <sup>225</sup>

### 8.1 Verifying Results



#### Verifying Results



The Verify Results button, which is on the Results tab of the Classes Screen is used to check for missing results.

When you click the button ShowPro will scan through your classes looking for problems. If it finds what it thinks might be a problem it will stop on that class and select it in the list so you can see in the placings table what the problem might be and have an opportunity to fix it.

If ShowPro stops on a class after you fix the problem click the Verify Results button again, if there are more problems ShowPro will stop on them.

Continue to click the button until you see the following message...



**Note:** Verify Results is not terribly sophisticated and may stop on legitimate ties. It is very useful for finding problems in your results though and should definitely be used.

### See Also

[After The Show](#) <sup>213</sup>

[Submitting Results](#) <sup>214</sup>

[Printing Prize Checks](#) <sup>219</sup>

[Web Results](#) <sup>220</sup>

[Hunter Jumper Circuit Points](#) <sup>223</sup>[High Point Circuit Points](#) <sup>225</sup>

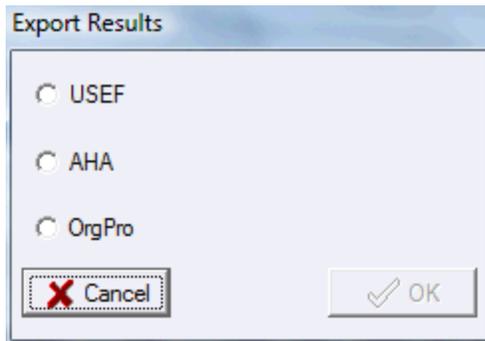
## 8.2 Submitting Results



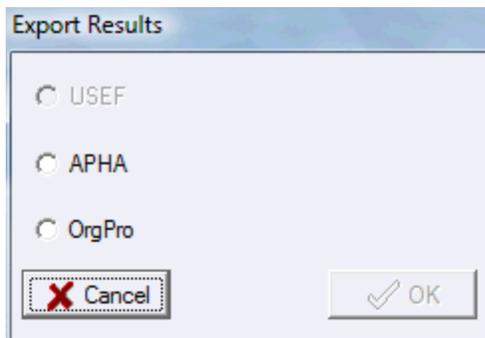
### Submitting Results

The first thing we should mention about results is that by far the easiest way to send them is by using the [Email Tool](#) <sup>292</sup> which allows you to send USEF, OrgPro, and Generic results directly from the software.

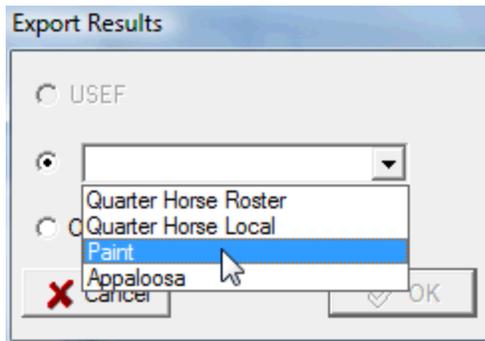
In addition to many results reports formats ShowPro has the ability to export results electronically to USEF and other organizations that accept them. When you select Export results from the Data menu, depending on what breeds/disciplines you have in your show you'll see something like this...



This particular show has AHA and Hunter Jumper classes and is USEF rated. In this case you would send results to USEF and also to AHA.



This show is APHA recognized and is not USEF recognized.



This is a show that has several organizations that accept electronic results so a drop down is available to select the organization. You would export a file for each organization.

The Export Results dialog that is displayed will have a variety of options available depending on the configuration of your show, the options that you need to submit your results will automatically be there.

### For USEF Results

You must be sure and fill in the USEF competition number in the [Show Parameters](#)<sup>[84]</sup> dialog.

For Hunter/Jumper discipline jumper classes, the class name MUST contain the height of the jumps in either metric (preferred) or english measurement, for example:

1.30m Junior / AO Jumpers (4'3")

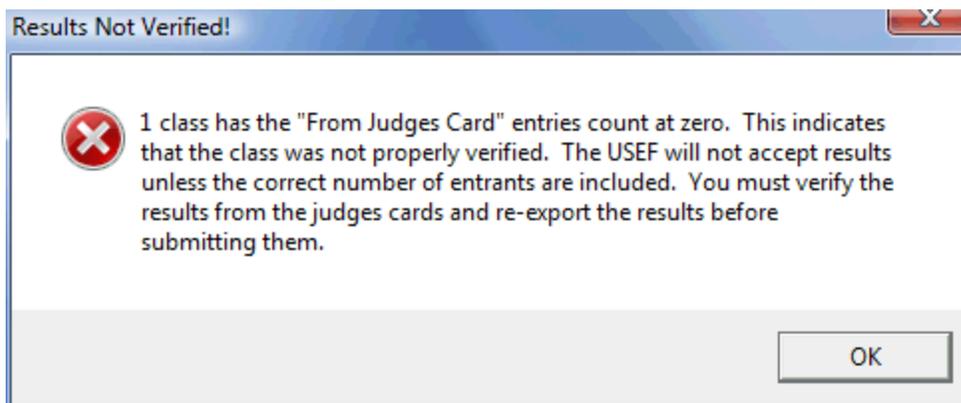
In the above example the metric height and the height in feet/inches are included which is not a bad idea as the industry is in transition to the metric system.

**Note:** The m in 1.30m is required to denote a metric measurement. Don't worry about including the double quote in your class name to denote inches, USEF says not to do this but ShowPro strips it off in the exported results so your class names don't have to look like there is a character missing.

A metric/english jump height table is included at the end of this section

These heights are required to be in the results and including them in the class name allows ShowPro to obtain the information.

The number of entrants that is exported with the results is number from the judges cards. This means that the entries must be verified using the [Verify Entries](#)<sup>[16]</sup> feature. If you have classes that are not properly verified you'll get this warning...





...and a list of offending classes.



For a Hunter Jumper show your jumper classes may be required to include faults and time information. The Jumper Faults/Time button to the left appears when you select a jumper class from the class list on the results tab of the classes screen. When you click this button, the following dialog box is displayed:

Entry	R1 Faults	R1 Time	R2 Faults	R2 Time	JO Faults	JO Time	Score
88	0	61.525	2	59.125	0	46.125	
83	2	62.434	0	60.055	0	47.253	
97	2	59.554	4	58.146	4	46.447	
138	2	60.155	4	61.009	4	49.554	
185	2	61.455	4	61.554	4	50.045	
145	4	60.522	4	58.432	8	55.342	

This table allows you to provide the jumper faults/time data that may be required for your jumper classes.

#### Hunter/Jumper Discipline Jump Height Table

Meters	Feet/In
0.07	2'3"
0.75	2'5"
0.76	2'6"
0.80	2'7"
0.85	2'9"
0.90	2'11"

0.91	3'0"
0.95	3'1"
1.00	3'3"
1.05	3'5"
1.07	3'6"
1.10	3'7"
1.15	3'9"
1.20	3'11"
1.22	4'0"
1.25	4'1"
1.30	4'3"
1.35	4'5"
1.37	4'6"
1.40	4'7"
1.45	4'9"
1.50	4'11"
1.52	5'0"
1.55	5'1"
1.60	5'3"

### Exporting OrgPro Results

OrgPro is our organization and points management software product. There of dozens of organizations around the country that use OrgPro and accept it's results export format from ShowPro.

If you are exporting to the same organization that the show was created under no code mappings are required.

If you are exporting to an organization other than the one the show was created under you will have the opportunity to map the one organization's codes to the others. If the organization has the OrgPro RSMH Server you can even ask the organization to map the codes for you by using the **Request Code Mapping** button. It is preferable to let the organization do the mapping if possible, it is after all their natural responsibility to do this and they are best qualified to do it as well.

In any case if you are exporting results to a different organization than the show was created under you'll be presented with the code mapping tool below...

Results Export Section Code Mappings - USEF to OHJA - Hunter

Divisions  
Hunter

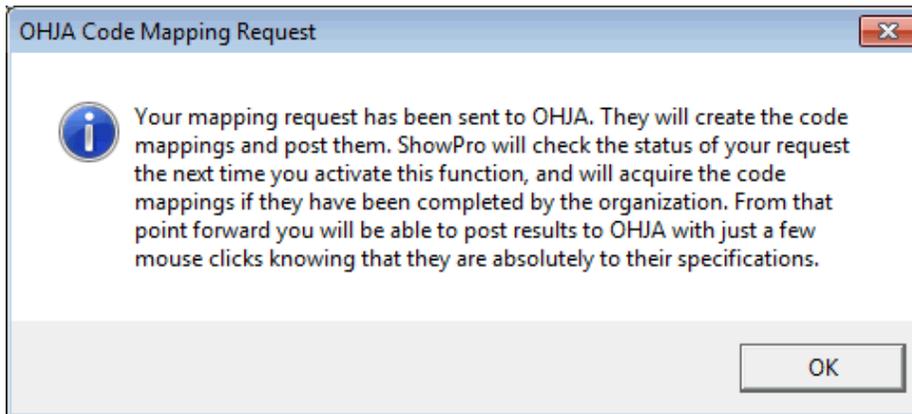
OHJA Codes

Section or Individual Class Name	USEF Code	OHJA Code
Adult Amateur Hunter 18-35 Yrs 3'	2801	11
Adult Amateur Hunter 36 and over 3'	2802	11
Pre-Green Hunter 3'	9701	13
Pre-Green 3'3"	9702	13
Baby Green Hunter 2'3"	3100x46	
Very Green Hunter 2'6"	3100x47	
Open Hunter 3'5"	3100x48	18
Low Hunter 3'	3100x49	12
Intermediate Rider Hunter	3100x50	6
Low Children's Hunter 2'6"	3100x51	
Low Adult Hunter 2'6"	3100x52	
Limit Rider Hunter 2'	3100x53	17
Short Stirrup Hunter 2'	3100x54	16
Hopeful Hunter	3100x55	
Children's/Adult Hunter Academy	5702	
Adult Rider	5703	
Beginner Rider	5702	
Childrens Rider	5702	
Special Hunter 2'6"	3100x86	
Non Professional Hunter 2'6"	3100x87	
Novice Rider	5703	
Walk, Trot Rails	5703	
Walk, Trot, Canter, Crossrails	5703	
Walk, Trot, Canter 18"	5703	

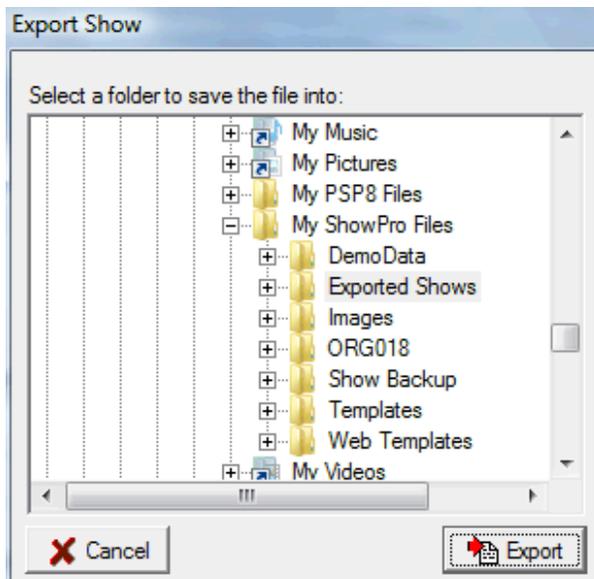
Cancel Request Code Mapping by OHJA Help OK

Here we are exporting from USEF to OHJA and the OHJA codes have already been set. You should hold off submitting results where code mappings are required until the mappings have been acquired electronically from the organization or have been manually entered.

Notice above that some of the codes have a suffix on them, these are used to disambiguate miscellaneous USEF codes, USEF uses 3100 for example for many miscellaneous Hunter sections that many local organizations may recognize, if the codes were all 3100 it would not be possible to map them, by adding the suffix they can be mapped. These suffixes are only sent to the local organization, not USEF.



If you request code mapping from an organization you'll see the message displayed to the left. As it mentions ShowPro will check the status of your code mappings when you attempt to export results and will let you know if they have been completed.



When you export results to a file you'll see the dialog to the left that lets you save the file where ever you prefer. By default the file goes to your My ShowPro Files > Exported Shows folder.

Note that the File menu in ShowPro has an item "My ShowPro Files" that will open the folder for you so you don't have to go find it.

As mentioned above the easiest way to send results by far is to use the [Email Tool](#)<sup>[292]</sup>.

#### See Also

[After The Show](#)<sup>[213]</sup>

[Verifying Results](#)<sup>[213]</sup>

[Printing Prize Checks](#)<sup>[219]</sup>

[Web Results](#)<sup>[220]</sup>

[Hunter Jumper Circuit Points](#)<sup>[223]</sup>

[High Point Circuit Points](#)<sup>[225]</sup>

## 8.3 Printing Prize Checks



### Printing Prize Checks

Prize checks in ShowPro can be printed in a number of different ways, the support for issuing prize checks is about as flexible as it could be. On the Entries Screen there is a Prize Checks tab where you

can print checks on an individual class basis or print one check for the entire entry which usually makes the most sense.

On the Classes Screen there is a Prize Checks tab where you can print checks for an individual class, multiple classes, or multiple combined per entry checks. You can print all the prize checks for your entire show here very quickly.

ShowPro has reports that allow you to proof your prize money before any checks are issued...

- Prize Money Setup
- Actual Prize Money
- Prize Money Payee Summary

We highly recommend you utilize these reports to avoid a potentially costly mistake.

When you print your checks the dialog box to the left is displayed. ShowPro supports multiple checking accounts and this is where you would make that selection. ShowPro also supports a dedicated check printer, this enables you to have one printer loaded with checks that is used specifically for check printing.

This dialog also gives you an opportunity to adjust the starting check number, it is very

important that the number here matches the number that is preprinted on your checks and that the checks are in proper numerical order in the printer, if you are not careful here you can quickly create a big mess.

#### See Also

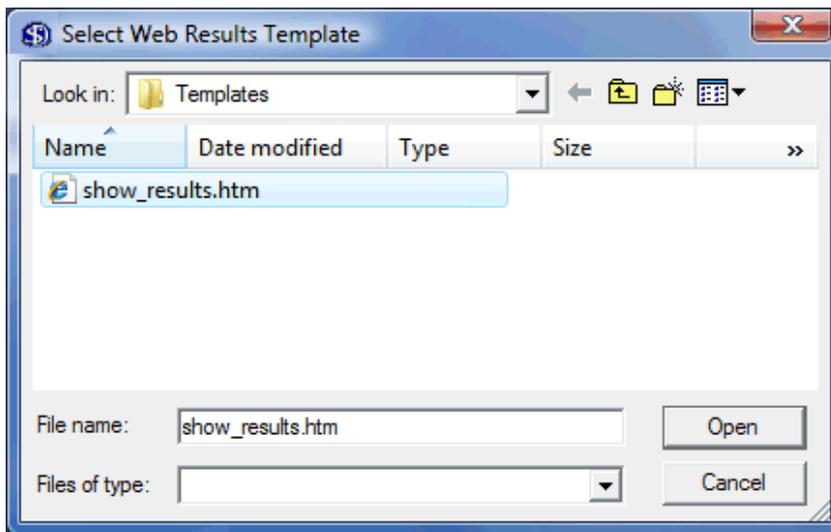
- [After The Show](#) <sup>[213]</sup>
- [Verifying Results](#) <sup>[213]</sup>
- [Submitting Results](#) <sup>[214]</sup>
- [Web Results](#) <sup>[220]</sup>
- [Hunter Jumper Circuit Points](#) <sup>[223]</sup>
- [High Point Circuit Points](#) <sup>[225]</sup>

## 8.4 Web Results



### Web Results

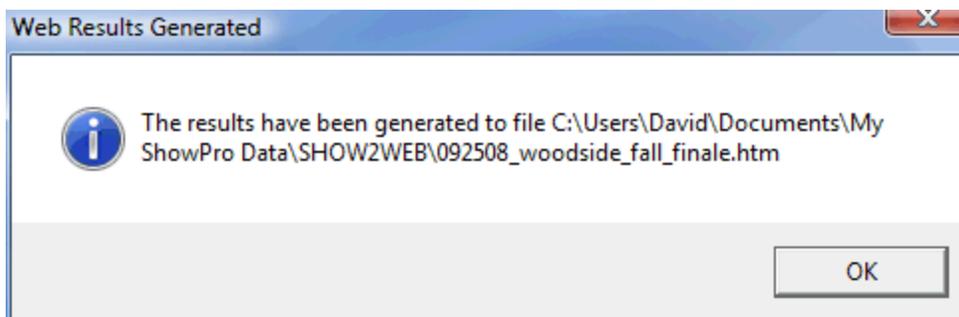
When you click **Web Results** from the **Tools** menu, the following dialog is displayed...



ShowPro uses a template to generate the show results web page. This template can be easily customized to allow web pages to be generated that will fit in perfectly with an existing web site.

A default template is stored in the file **show\_results.htm**. You may have as many different templates as required.

When you select a template, and open it, the show results web page will be generated...



This is an example of what a generated page might look like...

October 2003 Hunter/Jumper - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [http://chinook2.stokeslanding.com/archives/2003/results\\_hj\\_oct03.htm#top](http://chinook2.stokeslanding.com/archives/2003/results_hj_oct03.htm#top)

What's New  
Chinook Series  
CHAPS Series  
Registration  
Sponsors  
Calendar  
Horse Health  
Standings  
CEA Rules  
Newsletter

• [Up](#) • [May 2003](#) • [June 2003](#) • [July 2003 Hunter/Jumper](#) • [July 2003 Dressage](#) • [August 2003 Hunter/Jumper](#) • [August 2003 Dressage](#) • [September 2003 Hunter/Jumper](#) • [September 2003 Dressage](#) • [October 2003 Hunter/Jumper](#) • [October 2003 Dressage](#) •

## 2003 Chinook Series Hunter/Jumper Results

**Cottonwood Farms - Boardman, Oregon  
October 4 & 5, 2003**

**Judge: Jody Phillips**

[ [Sunday Results](#) ] [ [Sunday Results](#) ]

### Division Champion/Reserve Results

Beginner Hunter Walk Trot Cross Rails				
	Points	Entry	Horse	Owners
Champion:	18	21	Stretch	Marlene Ladendorff
Reserve:	14	100	CH Cirus	Cottonwood Farms

[back to top](#)

Beginner Hunter 18"				
	Points	Entry	Horse	Owners

Links  
Search

Internet

And a little further down the page are the individual class results...

**Individual Class Results**

**Hunter/Jumpers - Saturday, October 4th**

**100 - Sport Horse In-Hand Mares 5 & Under**

Place	Entry	Horse	Rider	Owners
1	28	PK's High Fashion	Cristina Hendergart	Cottonwood Farms
2	167	SL Maggie Mae	Kristine Griffin	Stokes Landing Sport Horses
3	63	SL Anjelica	Kerri Ashby	Stokes Landing Sport Horses
4	46	Skylight	Cristina Hendergart	Curtis Johnston

[back to top](#)

**101 - Sport Horse In-Hand Mares 6 & Over**

Place	Entry	Horse	Rider	Owners
1	14	Dazzling Gold	Cristina Hendergart	Brookside Farm Shirley Fisher
2	91	Sweetheart a.k.a. The Wench	Tawne Decker	Tawne Decker
3	106	Frescara	Cristina Hendergart	Brookside Farm
4	86	IMA Kitty Two	Dayle Walters	Mike/Sydney Walters
5	100	CH Cirrus	Dayle Walters	Cottonwood Farms
6	3	Wielkas Polska	Lauren Walters	Mike/Sydney Walters

These pages have been created with a template that has been customized and are an excellent example of the kind of web results pages that can be automatically generated with ShowPro.

The Web Results feature is included in the Standard Edition and above only.

#### See Also

- [After The Show](#) <sup>213</sup>
- [Verifying Results](#) <sup>213</sup>
- [Submitting Results](#) <sup>214</sup>
- [Printing Prize Checks](#) <sup>219</sup>
- [Hunter Jumper Circuit Points](#) <sup>223</sup>
- [High Point Circuit Points](#) <sup>225</sup>

## 8.5 Hunter Jumper Circuit Points



## Hunter Jumper Circuit Points

To work with Hunter Jumper Circuit Standings select Reports> Standings > Hunter Jumper Circuit Standings from the menu and the following dialog box is displayed...

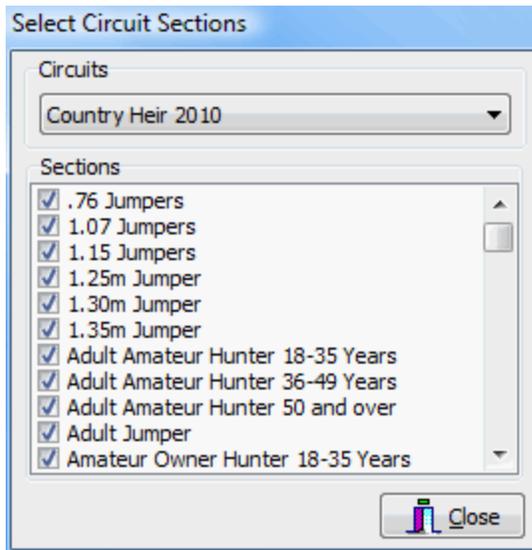
Horse	Total	1	2	3	4	5	6
Let's Dance	93.00	0.00	0.00	40.00	19.00	34.00	0.00
Gitano	82.00	46.00	36.00	0.00	0.00	0.00	0.00
Sargeant Pepper	54.00	0.00	0.00	22.00	32.00	0.00	0.00
Casino	29.00	0.00	0.00	0.00	29.00	0.00	0.00
Rumor Has It	23.00	0.00	0.00	0.00	0.00	23.00	0.00
Orion	22.00	0.00	0.00	0.00	0.00	22.00	0.00

This is showing a circuit that has already been set up. Hunter Jumper circuit points are pulled from the section championship points at the shows so your list of sections will be set for you. All you have to do is create a circuit and assign shows to it, everything else is automatic.

To add a circuit you click the **Circuits** button and the dialog box to the left is displayed. This is a simple [list editor](#) <sup>24</sup> as is used throughout the software, you just click **New** and then edit the name of the circuit in the edit box provided.

To add shows to your circuit you click the **Shows** button and check the boxes for the shows that should be included.

You can also set a per show multiplier if a particular show is double points for example.



If you want to exclude some sections from your circuit points you can click the **Select Sections** button and unclick the boxes for those sections you want excluded. All sections are included by default.

**Note:** Because Hunter Jumper circuit points are based on section championships and sections are tied to organizations you can only include shows in a circuit that were created with the same primary Hunter Jumper organization.

### See Also

[After The Show](#) <sup>213</sup>

[Verifying Results](#) <sup>213</sup>

[Submitting Results](#) <sup>214</sup>

[Printing Prize Checks](#) <sup>219</sup>

[Web Results](#) <sup>220</sup>

[High Point Circuit Points](#) <sup>225</sup>

## 8.6 High Point Circuit Points



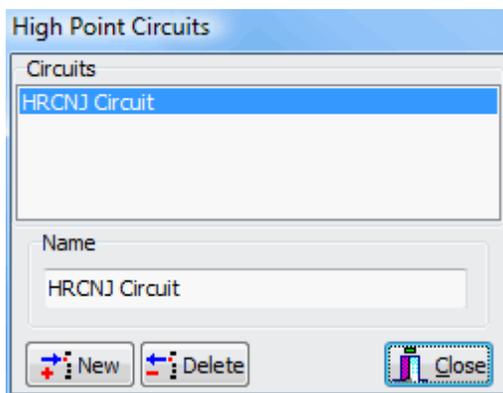
### High Point Circuit Points

To work with High Point Circuit Standings select Reports > Standings > High Point Circuit Standings from the menu and the following dialog box is displayed...

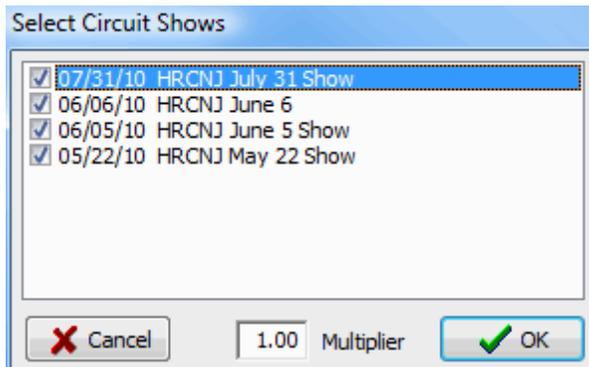


This is showing a circuit that has already been set up. High point circuit points are pulled from the high points of the individual shows so your list of high points will be set for you. All you have to do is create a circuit and assign shows to it, everything else is automatic.

**Note:** For your high points circuit to work properly the high points must be named exactly the same from one show to the next - the name of the high point is used by ShowPro as an identifier - "Jr. Western" and "Junior Western" are two different circuit points categories as far as ShowPro is concerned. You may have to adjust the names of your high points to make them the same across all shows involved in the circuit.

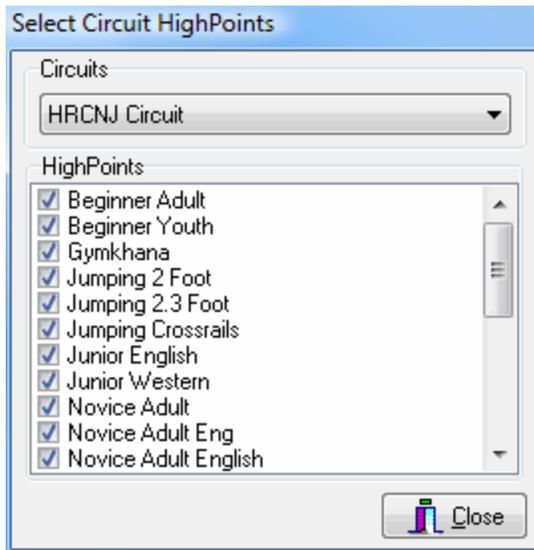


To add a circuit you click the **Circuits** button and the dialog box to the left is displayed. This is a simple [list editor](#)<sup>[24]</sup> as is used throughout the software, you just click **New** and then edit the name of the circuit in the edit box provided.



To add shows to your circuit you click the **Shows** button and check the boxes for the shows that should be included.

You can also set a per show multiplier if a particular show is double points for example.



If you want to exclude some high points from your circuit points you can click the **Select High Points** button and unclick the boxes for those high points you want excluded. All high points are included by default.

#### See Also

[After The Show](#) <sup>213</sup>

[Verifying Results](#) <sup>213</sup>

[Submitting Results](#) <sup>214</sup>

[Printing Prize Checks](#) <sup>219</sup>

[Web Results](#) <sup>220</sup>

[Hunter Jumper Circuit Points](#) <sup>223</sup>

## 9 Data



### In This Chapter

[People](#) <sup>228</sup>

[Horses](#) <sup>230</sup>

[Trainers](#) <sup>231</sup>

### 9.1 People



#### People

People are entered into your database in the course of creating entries for your horse shows. To maintain your people and perform other people data related tasks select **People** from the **Data** menu and the following dialog is displayed...

**USEF People**

No.  Name  
 Last  First  MI

Address  
 Street  City  St./Prov.  Zip/PC  DOB

Home Phone  Cell Phone  Fax  E Mail  Tax No.

Custom Address  
 Line 1   
 Line 2   
 Line 3   
 Line 4   
 Line 5

Mailing Lists

Horses Owned

Merge:  
   
 To:

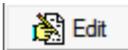
Search   
 Wee, Brian  
 Abbett, Morgan  
 Abbey, Daniel  
 Abby, Brauner  
 Abeita, Becky  
 Abeles, Jamey  
 Abraham, Jana  
 Abraham, Samantha  
 Abrams, Georgeanne  
 Abrams, Lisa  
 Account, Show  
 Ackley, Danielle  
 Acott, William  
 Adams, Kathy  
 Adams-Mitchell, Lisa  
 Adel, Alex  
 Adler, Samantha  
 Afzal, Alex  
 Agnello, Bailey  
 Agnello, Chelsea

Brian Wee is referenced on an entry.

Search

You can very quickly find a person by typing the first few letters of their last name into the Search Box.

If you have the Professional Edition of ShowPro there is Advanced Mail List Management available on the Tools menu or you can create mail list here and print mailing labels from your database.



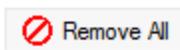
You have the ability to create an unlimited number of mailing lists and assign people to any list. To create new lists or edit the name of a list, click the Edit button.

And the Mailing Lists Dialog will be displayed. You can create as many lists as you feel you need...

And then assign people to as many lists as you feel they belong to. When you print mailing labels, only one label will be printed for each person no matter how many lists they belong to that you have selected.



Clicking the **Add** button will display the following dialog box that allows you to populate the selected list according to the criteria you see below...



The **Remove All** button will remove everybody in your database from the mailing list that is currently selected in the Mailing Lists check list box.

Custom Address

Line 1 Club Hipico La Silla

Line 2 Ave. Roble 565

Line 3 Col. Valle Del Campestre

Line 4 Garza Garzia, N.L. 66265

Line 5 Monterrey, Mexico

The **Custom Address** enables you to set an address that doesn't conform to format used in the US and Canada. This address if it is configured will print on statements and on mailing labels in place of the normal address information.

Merge:

To:

Do Merge

If you get duplicate people in your data you can consolidate the data and merge them into one.

If a person is referenced on an entry you can't delete them so you must merge any references to one person so that the other person has no references, then you can delete that person.

The first step is to decide which person you want to keep, the one with the most information for example, and then copy any information of value from the person you intend to delete to the person you intend to keep.

Merge:

Kelsy Grossman

To:

Do Merge

The next step is to "push" the person you want to delete into the **Merge** box.

Merge:

Kelsy Grossman

To:

Kelsy Grossman

Do Merge

Then "push" the person you want to keep into the **To** box and click the **Do Merge** button.

You will now be able delete the person as all references have been moved to the other person.

#### See Also

[Data](#) <sup>228</sup>

[Horses](#) <sup>230</sup>

[Trainers](#) <sup>231</sup>

## 9.2 Horses



### Horses

Horses are entered into your database in the course of creating entries for your horse shows. To maintain your horses select **Horses** from the **Data** menu and the following dialog is displayed...

You can very quickly find a horse by typing the first few letters of their name into the Search Box.

You can merge duplicate horses in the same manner described in the [People](#)<sup>228</sup> section.

#### See Also

[Data](#)<sup>228</sup>

[People](#)<sup>228</sup>

[Trainers](#)<sup>231</sup>

## 9.3 Trainers



## Trainers

Entries in ShowPro are sorted by entry number within Trainer...

This is indicating that this Trainer has 36 entries in the show, and we are currently positioned on the 10th entry. You select the Trainer on an entry with the Trainer Selection dialog while creating an entry but you can change the Trainer using the Trainer drop down list.

 Click the **Edit** button to edit the information for the currently selected trainer or to add a trainer that is not listed, the Trainers dialog will be displayed...

To create a new Trainer, click the **New** button. The organization number field and the name fields function exactly as they do on the main entry screen so refer to [Creating an Entry](#)<sup>[114]</sup> for help in adding a new trainer. To delete a trainer click the **Delete** button. To search for a Trainer, click the Search button. Step through the Trainers by clicking on the **Prior Trainer** and **Next Trainer** buttons. When you are done working with Trainers, click the **Close** button.

**Note:** The information on the Stalls Report and the Balances Report is reported on a by barn account/trainer basis. A trainer can have an individual account, and they do by default, or they can be associated with a [barn account](#)<sup>[185]</sup>. If an entry does not have a trainer always use the built-in "No Barn Account/Trainer" item which is always the first item in the list, do not create a bogus trainer to use for this purpose, use the built-in item to avoid problems.

The [Merge Trainers](#)<sup>[235]</sup> button can be used to merge duplicate trainers into one and also to merge a bogus "No Trainer" into the built-in "No Barn Account/Trainer" item which is the proper item to assign to an entry that has no trainer.

In This Section	See Also
<a href="#">Merge Trainers</a> <sup>[235]</sup>	<a href="#">Data</a> <sup>[226]</sup>
	<a href="#">People</a> <sup>[228]</sup>
	<a href="#">Horses</a> <sup>[230]</sup>

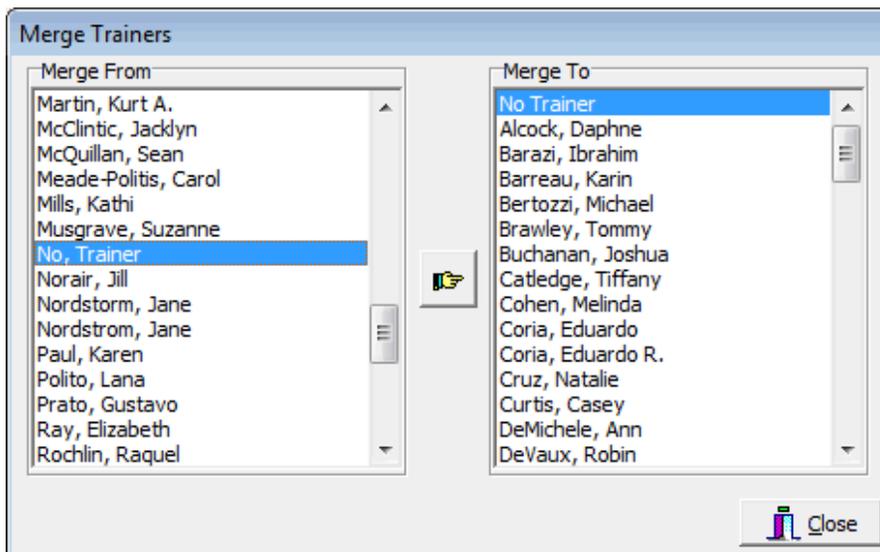
### 9.3.1 Merge Trainers



#### Merge Trainers

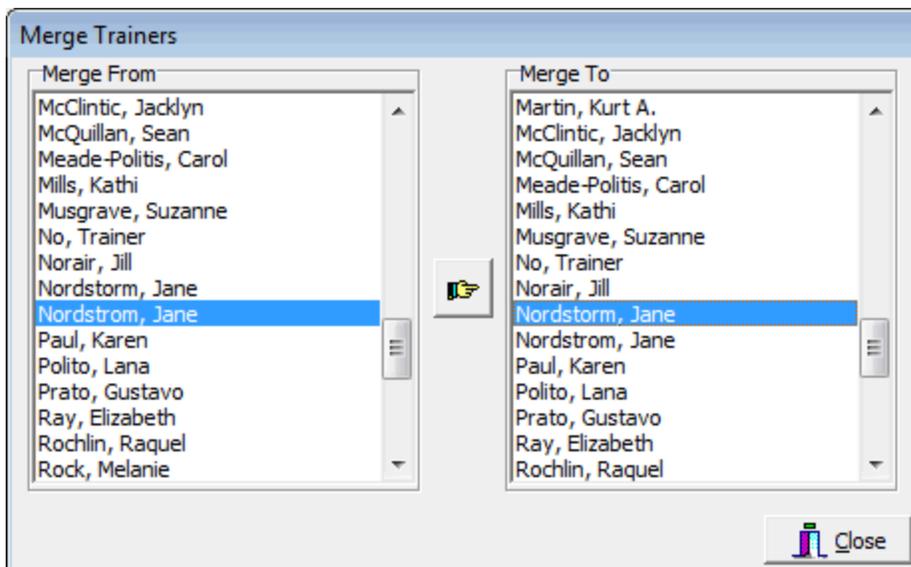
The Merge Trainers function can be used to merge a bogus "No Trainer" into the built-in "No Trainer/Barn Account" item or to merge two duplicate trainers into one.

Here a bogus "No Trainer" is about to be merged into the legitimate built-in No Trainer.



Just set your items appropriately and then click the hand to perform the merge. The item you merge from will be deleted in both lists and all references will be move to the item you're merging to.

Here a duplicate trainer is about to be merged...



**Note:** Once you perform merge operations on trainers you will have to go into Data > People and perform merge operations/deletions on the associated people to completely eliminate the redundant data.

#### See Also

[Trainers](#) 231

## 10 Reports



### In This Chapter

[The Report Viewer](#) 235

[Financial Reports](#) 236

[Prize Money Reports](#) 237

[Organization Reports](#) 238

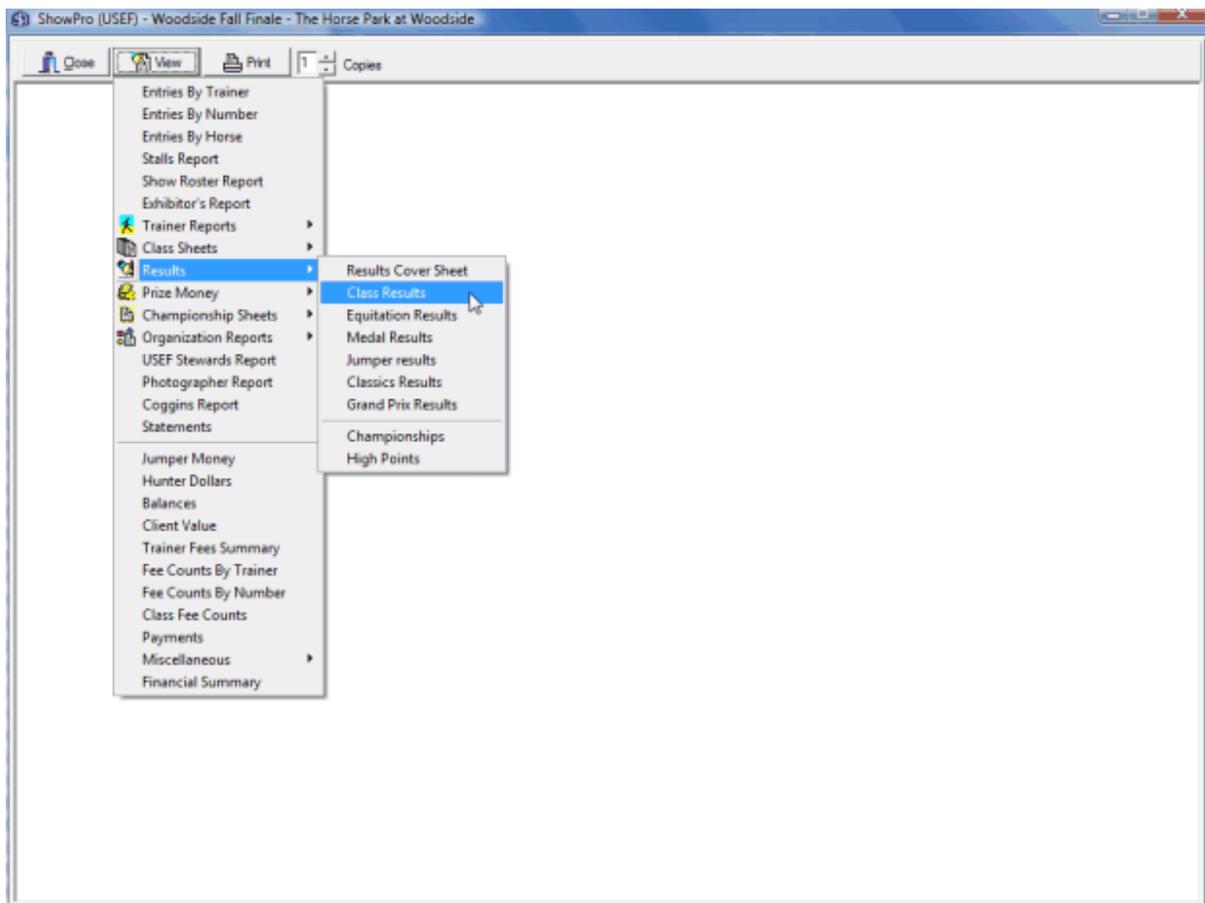
[AQHA All Around Awards](#) 239

### 10.1 The Report Viewer



#### The Report Viewer

If you select Viewer from the Reports menu the Report Viewer is displayed...



Clicking the **View** button will display the menu you see above which parallels the Reports menu on the main ShowPro menu bar. Selecting any report will cause it to be displayed in the viewer...

Woodside Fall Finale  
The Horse Park at Woodside  
September 25 - 28, 2008

**USEF Class Results**  
2008 Dec 26 08:22 PM

Class: 1 - 1st/2nd Yr/Reg Working Hunter O/F								Entries: 6
Place	Entry	Horse	Owner	Rider				Money
1st	270	Layla	4811842 Danielle Claeysens	4053672 Lenny Marconi (58)			164958	84.90
2nd	236	Vivaldi	4707762 Cami Pease	4924911 Cami Pease (17)			4924911	56.60
3rd	436	Somebody	4632625 Eleanor Howell	4032707 Daniel Theodore (41)			158449	42.45
4th	115	Remington Steel	5005740 Megan Smith	5003771 Lindsay Archer (27)			203826	36.79
5th	196	Magnolia	4128889 Lauren Long	239174 Laura Gerst (38)			144168	33.96
6th	314	Puzzel	4625958 Cindy McGuire	263501 Paul Bennett (42)			108996	28.30

Class: 2 - 1st/2nd Yr/Reg Working Hunter O/F								Entries: 7
Place	Entry	Horse	Owner	Rider				Money
1st	270	Layla	4811842 Danielle Claeysens	4053672 Lenny Marconi (58)			164958	90.30
2nd	115	Remington Steel	5005740 Megan Smith	5003771 Lindsay Archer (27)			203826	60.20
3rd	236	Vivaldi	4707762 Cami Pease	4924911 Cami Pease (17)			4924911	45.15
4th	299	Kyra XIV	4937890 Branscomb Farms	4982675 Caley Morrison			4532834	39.13
5th	314	Puzzel	4625958 Cindy McGuire	263501 Paul Bennett (42)			108996	36.12
6th	436	Somebody	4632625 Eleanor Howell	4032707 Daniel Theodore (41)			158449	30.10
7th	196	Magnolia	4128889 Lauren Long	239174 Laura Gerst (38)			144168	0.00

Class: 3 - 1st/2nd Yr/Reg Working Hunter O/F								Entries: 7
Place	Entry	Horse	Owner	Rider				Money
1st	436	Somebody	4632625 Eleanor Howell	4032707 Daniel Theodore (41)			158449	90.30
2nd	236	Vivaldi	4707762 Cami Pease	4924911 Cami Pease (17)			4924911	60.20
3rd	314	Puzzel	4625958 Cindy McGuire	263501 Paul Bennett (42)			108996	45.15
4th	196	Magnolia	4128889 Lauren Long	239174 Laura Gerst (38)			144168	39.13
5th	299	Kyra XIV	4937890 Branscomb Farms	4982675 Caley Morrison			4532834	36.12
6th	115	Remington Steel	5005740 Megan Smith	5003771 Lindsay Archer (27)			203826	30.10

Class: 5 - 1st/2nd Yr/Reg Working Hunter U/S								Entries: 7
Place	Entry	Horse	Owner	Rider				Money
1st	436	Somebody	4632625 Eleanor Howell	4032707 Daniel Theodore (41)			158449	90.30
2nd	236	Vivaldi	4707762 Cami Pease	4924911 Cami Pease (17)			4924911	60.20
3rd	314	Puzzel	4625958 Cindy McGuire	263501 Paul Bennett (42)			108996	45.15
4th	196	Magnolia	4128889 Lauren Long	239174 Laura Gerst (38)			144168	39.13
5th	299	Kyra XIV	4937890 Branscomb Farms	4982675 Caley Morrison			4532834	36.12
6th	115	Remington Steel	5005740 Megan Smith	5003771 Lindsay Archer (27)			203826	30.10

Clicking the **Print** button will print the report.

#### See Also

[Reports](#) <sup>[235]</sup>

[Financial Reports](#) <sup>[236]</sup>

[Prize Money Reports](#) <sup>[237]</sup>

[Organization Reports](#) <sup>[238]</sup>

[AQHA All Around Awards](#) <sup>[239]</sup>

## 10.2 Financial Reports



### Financial Reports

<b>Financial Summary</b>	This report summarizes all the financials of the horse show.
--------------------------	--

<b>Balances</b>	Show the current balance of all entries in the horse show.
<b>Statement</b>	The clients bill, used to check out clients.
<b>Payments</b>	Lists payments and allows you to control the types of payments listed. Has an optional summary section.
<b>Fee Counts By Number</b>	Allows you to select miscellaneous fees and list the entries that have been charged the fees with the quantities, or optionally those that have not been charged.
<b>Fee Counts By Trainer</b>	Allows you to select miscellaneous fees and list the entries that have been charged the fees with the quantities by trainer.
<b>Trainer Fees Summary</b>	Summarizes the miscellaneous fees that are charged to trainers accounts.
<b>Class Fee Counts</b>	Allows you to select class fees and list the entries that have been charged the fees with the quantities.
<b>Miscellaneous Debit/Credits</b>	Lists all miscellaneous debits or credits applied to entries.

**Hunter/Jumper Only**

<b>Jumper Money</b>	Lists all Jumper money won.
<b>Hunter Dollars</b>	Lists by section the amount of money generated by entries in Hunter classes.

<b>See Also</b>
<a href="#">Reports</a> <sup>235</sup>
<a href="#">The Report Viewer</a> <sup>235</sup>
<a href="#">Prize Money Reports</a> <sup>237</sup>
<a href="#">Organization Reports</a> <sup>238</sup>
<a href="#">AQHA All Around Awards</a> <sup>239</sup>

### 10.3 Prize Money Reports



#### Prize Money Reports

<b>Prize Money Setup</b>	Allows you to proof the prize money setup for your show.

<b>Actual Prize Money</b>	Allows you to proof the prize money actually paid.
<b>Payee Prize Money Summary</b>	Lists all prize money payees in your show with contact information and federal ID numbers.

#### See Also

[Reports](#) <sup>235</sup>

[The Report Viewer](#) <sup>235</sup>

[Financial Reports](#) <sup>236</sup>

[Organization Reports](#) <sup>238</sup>

[AQHA All Around Awards](#) <sup>239</sup>

## 10.4 Organization Reports



### Organization Reports

<b>Organization People</b>	Lists all people for the selected organization with their organization number, name, address, phone number, and member type.
<b>Organization Horses</b>	Lists all horses for the selected organization with their organization number and owner.
<b>People Membership Issues</b>	Lists people and entry numbers that are missing numbers or other membership issues for the selected organization.
<b>Horse Numbers Needed</b>	Lists horses and entry numbers that are missing numbers for the selected organization.
<b>Non Members</b>	Lists non members with addresses. This report is used to fulfill USEF reporting requirements.
<b>Measurement Cards Needed</b>	Lists all horses that do not have a measurement verified verification box checked that are entered in Hunter Jumper Pony or Junior Hunter classes.
<b>Amateur Certifications Needed</b>	Lists all people that do not have an Amateur Certification verification box checked that are entered in Amateur Owner or Amateur Adult classes.

#### See Also

[Reports](#) <sup>235</sup>

[The Report Viewer](#) <sup>235</sup>

[Financial Reports](#) <sup>236</sup>

[Prize Money Reports](#) <sup>237</sup>

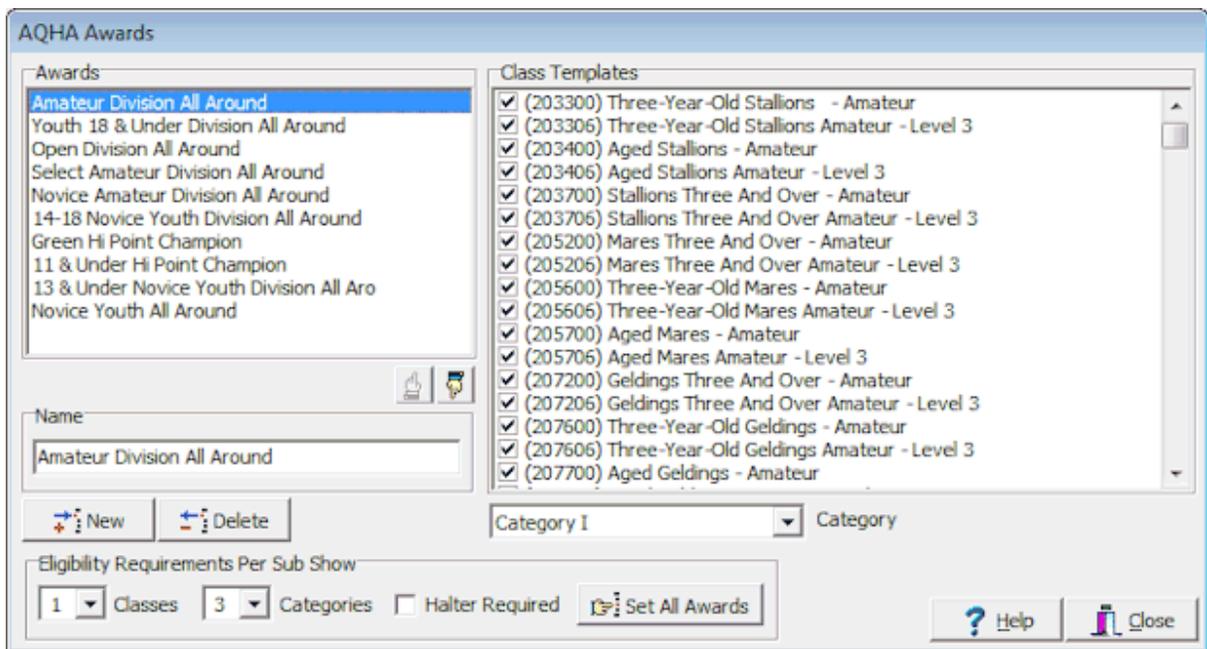
[AQHA All Around Awards](#) <sup>239</sup>

## 10.5 AQHA All Around Awards



### AQHA All Around Awards

If you do AQHA shows and have the Standard Edition or above ShowPro will calculate AQHA All Around Awards for you and print a summary report and detail reports. The reports are available on the Reports > Results sub menu. ShowPro comes with everything pre-configured for these reports but you do have the ability to edit that configuration, when you select AQHA Awards from the Data menu the following dialog box is displayed...



To the left you see the 4 All Around Awards, in the middle are the Categories, and to the right are the class templates associated with each Category. There is a hierarchical relationship here that is being expressed.

Again, you'll hopefully never need to change this configuration but you can if you need to.

#### See Also

- [Reports](#) <sup>235</sup>
- [The Report Viewer](#) <sup>235</sup>
- [Financial Reports](#) <sup>236</sup>
- [Prize Money Reports](#) <sup>237</sup>
- [Organization Reports](#) <sup>238</sup>

## 11 Horseshowing.com



HorseShowing.com is a web site that is available for you to upload your shows to. ShowPro has features that enable you to create a page on HorseShowing.com for the purpose of promoting your show during the weeks leading up to it. You can add information from the front cover of your prize list and certain information that is typically provided in a prize list such as officials, staff, approvals, and contact information. You can create custom informational messages, and MapQuest directions to your show grounds. You can also upload prize, entry forms, and orders of go in PDF format for viewing and download by potential exhibitors.

Horseshowing.com also has an online entry feature that allows entries to be submitted electronically to the show and these electronic entries are imported directly into your show. This a huge convenience for the exhibitor and a huge time saver for the show.



The screenshot shows a web browser window with the URL [www.horseshowing.com/show.php?](http://www.horseshowing.com/show.php?). The page features the Horseshowing.com logo, a navigation menu with buttons for Home, Select Show, Results, Schedule, Counts, and Contact Show, and two prominent buttons for Enter Online and Ring Status. The main content area is titled "Country Heir I June 8 - 12, 2016" and contains several sections of text:

- Schedule Changes for Saturday**: "We have canceled Low Hunter in the Stonelea, Low and Special in the Claiborne."
- Changes for Friday, Saturday and Sunday**: "Be sure to check the updated schedule (see below) for ring changes."
- Important Check-in Information**: "Grand Prix Declarations due by Noon Saturday Grand Prix Check-in is Saturday 1-2pm at the Farrier Building International Derby Declarations due by 5pm Friday International Derby check-in Friday 6pm International Derby Jog Saturday 12-1 pm at the Altec Schooling area by barn 22-Proper Attire Required The Welcome will start at 7:30pm Friday Evening"
- 2016 Documents**: A list of links including Prize List, Local Day Schedule, Farrier Notice/Policy, Daily Schedule, Rolex Stadium Orders, and Adult & A/O Hunter Classic Orders.
- Get Acrobat Reader**: A link to download the Adobe Acrobat Reader.
- Horse Show Officials**: A link to the officials page, listing Scott Fitton as a judge.

### In This Chapter

[Configuration](#) <sup>242</sup>

[Check For Online Entries](#) <sup>256</sup>

[Entry Form Configuration](#) <sup>260</sup>

## 11.1 Configuration



### Configuration

During the show, your exhibitors can visit HorseShowing.com and view class results and class counts. This is an ability that an increasing number of exhibitors are looking for from the shows that they compete at.

Select **Horseshowing.com > Configure** from the **Data** menu and the following dialog box is displayed...

HorseShowing.com - Configuration

<p><b>Online Entry</b></p> <p><input checked="" type="checkbox"/> <b>Online entry is enabled</b></p> <p><input checked="" type="checkbox"/> Allow payment by check <span style="float: right;"></span></p> <p><input checked="" type="checkbox"/> Allow payment by credit card <span style="float: right;"></span></p> <p><input type="checkbox"/> Deposit required for class/section fees</p> <p><b>Stalls:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Name</th> <th style="width: 20%;">Fee</th> <th style="width: 30%;">Type</th> </tr> </thead> <tbody> <tr> <td>Stall Reservation</td> <td style="text-align: right;">175.00</td> <td>Mandatory/Deposit Required </td> </tr> <tr> <td>Tack Stall Reservation</td> <td style="text-align: right;">175.00</td> <td>Optional/No Deposit Reqd</td> </tr> </tbody> </table> <p><b>Show Fees:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Name</th> <th style="width: 20%;">Fee</th> <th style="width: 30%;">Type</th> </tr> </thead> <tbody> <tr> <td>USEF Fee \$8 USEF \$8 Drug</td> <td style="text-align: right;">16.00</td> <td>Mandatory/No Deposit Reqd </td> </tr> <tr> <td>USHJA Zone Support Fee</td> <td style="text-align: right;">2.00</td> <td>Mandatory/No Deposit Reqd</td> </tr> <tr> <td>Administration Fee</td> <td style="text-align: right;">45.00</td> <td>Mandatory/No Deposit Reqd</td> </tr> <tr> <td>Non Showing Fee</td> <td style="text-align: right;">75.00</td> <td>Optional/No Deposit Reqd</td> </tr> </tbody> </table> <p><b>Class Fees:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Name</th> <th style="width: 20%;">Fee</th> <th style="width: 30%;">Type</th> </tr> </thead> <tbody> <tr> <td>USHJA Derby Fee</td> <td style="text-align: right;">25.00</td> <td>Not Included </td> </tr> </tbody> </table>	Name	Fee	Type	Stall Reservation	175.00	Mandatory/Deposit Required	Tack Stall Reservation	175.00	Optional/No Deposit Reqd	Name	Fee	Type	USEF Fee \$8 USEF \$8 Drug	16.00	Mandatory/No Deposit Reqd	USHJA Zone Support Fee	2.00	Mandatory/No Deposit Reqd	Administration Fee	45.00	Mandatory/No Deposit Reqd	Non Showing Fee	75.00	Optional/No Deposit Reqd	Name	Fee	Type	USHJA Derby Fee	25.00	Not Included	<p><b>Entry Form(s):</b></p> <p><input type="checkbox"/> ShowPro Supplied Entry Form</p> <p><input checked="" type="checkbox"/> HJAM 2013 Spring Series</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p> Officials</p> <p> Staff</p> <p> Approvals</p> <p> Downloads</p> <p> Messages</p> <p> Contact Info</p> <p> Copy From</p> <p> Upload</p> </div>
Name	Fee	Type																													
Stall Reservation	175.00	Mandatory/Deposit Required																													
Tack Stall Reservation	175.00	Optional/No Deposit Reqd																													
Name	Fee	Type																													
USEF Fee \$8 USEF \$8 Drug	16.00	Mandatory/No Deposit Reqd																													
USHJA Zone Support Fee	2.00	Mandatory/No Deposit Reqd																													
Administration Fee	45.00	Mandatory/No Deposit Reqd																													
Non Showing Fee	75.00	Optional/No Deposit Reqd																													
Name	Fee	Type																													
USHJA Derby Fee	25.00	Not Included																													

Help
 Close

The buttons down the right side are used to configure your show's page on Horseshowing.com and are covered in a later section of this document. The Online Entry section is used to configure the online entry feature. This is what you do to configure your online entry feature...

1. Specify that online entry is enabled
2. If you're allowing payment by check specify that and click the Check Info button to configure who the check should be written to and where it should be mailed.
3. If you're allowing payments by credit card and you have a supported [merchant account](#)<sup>[303]</sup> or [PayPal Pro](#)<sup>[304]</sup> account, check the box and then click the button to specify which of your configured accounts should be used on Horseshowing.com. Horseshowing.com will use the configuration you supply to process the credit card transaction directly into your account. This is all very secure and safe to do, if you have questions about how this works please contact us.
4. Specify whether a deposit is required for class fees, generally this will not be checked but there are cases where it may be. In general checking this box will probably discourage people from entering classes.
5. Select the entry form(s) you will use for this show, typically there will be one but some shows will have more than one. If you specify more than one whenever you print an entry form you will be able to select which form the data should be printed on. See [Entry Form Configuration](#)<sup>[260]</sup> for how to make ShowPro print your online entries on your own entry form.
6. Specify stall fees. ShowPro gives you a stall reservation and a tack stall reservation, these are not tied to any stall type but when the entries are imported the fee for the Standard Stall Type will be applied.
7. Specify any class fees, these may be jumper nomination for example but there are other possibilities depending on what type of show you're doing.

Notice that for each fee there is a type that you set. The possible settings are...

Not Included	The fee will not be included on the web site at all.
Mandatory/No Deposit Required	The minimum quantity on the web site will be 1. The total for this fee will NOT be included in the minimum deposit.
Mandatory/Deposit Required	The minimum quantity on the web site will be 1. The total for this fee WILL be included in the minimum deposit.
Optional/No Deposit Required	The minimum quantity on the web site will be 0. The total for this fee will NOT be included in the minimum deposit.
Optional/Deposit Required	The minimum quantity on the web site will be 0. The total for this fee WILL be included in the minimum deposit.

The above options give you the flexibility you need to get paid immediately for items, like stalls for example, and to allow other items to be paid for at the show.

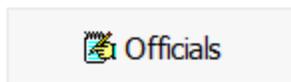
In This Section	See Also
<a href="#">Officials</a> <sup>[244]</sup>	<a href="#">Horseshowing.com</a> <sup>[240]</sup>
<a href="#">Staff</a> <sup>[246]</sup>	<a href="#">Check For Online Entries</a> <sup>[256]</sup>
<a href="#">Approvals</a> <sup>[248]</sup>	<a href="#">Entry Form Configuration</a> <sup>[260]</sup>
<a href="#">Contact Info</a> <sup>[249]</sup>	



### 11.1.1 Officials



#### Officials



To create an Officials section on Horseshowing.com click the **Officials** button and the following dialog is displayed...

Horse Show Officials

Type	Name	USEF No.	Address	Phone 1	Phone 2
Judge	Scott Hofstetter				
Judge	Mike Rosser				
Course Designer	Brandon Saxton				
Steward	Victoria Veale				
Competition Management	Frankie Stark Horse Shows				
Horse Show Secretary	Julie Agar				

New Delete Help Close

Drop down and select the type of official...

Horse Show Officials

Type	Name	USEF No.	Address	Phone 1	Phone 2
Judge	Scott Hofstetter				
Judge	Mike Rosser				
Course Designer	Brandon Saxton				
Select Official Type	Victoria Veale				
Judge	Frankie Stark Horse Shows				
Course Designer	Julie Agar				
Steward					
Competition Management					
Horse Show Manager					
Horse Show Secretary					

Help Close

Just fill in whatever fields are appropriate, the rest can be left blank.

The end result when uploaded to HorseShowing.com will look something like this...

## Horse Show Officials

### Judges

Scott Hofstetter

Mike Rosser

### Course Designer

Brandon Saxton

### Steward

Victoria Veale

### Competition Management

Frankie Stark Horse Shows

### Show Secretary

Julie Agar

## Horse Show Staff

### Stabling Manager

Julie Agar - 248-892-6806

### Announcers

Dan McCarthy

Gary Sylvester

### Starters

Nik Epperson

Chris Duderstadt

Sarah Arpke

### Show Veterinarian

Holly Helbig, DVM

### Show Farrier

Mike Blankenship - 513-368-0313

Last Updated: 2016 Apr 03 09:46 PM

### See Also

[Configuration](#) <sup>242</sup>

<a href="#">Staff</a>	246
<a href="#">Apporovals</a>	248
<a href="#">Contact Info</a>	249
<a href="#">Messages</a>	251
<a href="#">Downloads</a>	252
<a href="#">Uploads</a>	254

### 11.1.2 Staff



#### Staff



To create a Staff section on HorseShowing.com click the Staff button and the following dialog is displayed...

Type	Name	Address	Phone 1	Phone 2	Phone 3
Stabling Manager	Caroline Smith	615-542-8434 (text)			
Announcer	Gary Sylvester				
Announcer	Dan McCarthy				
Announcer	Tony Epperson				
Starter	Christine Rheinheimer				
Starter	Nik Epperson				
Starter	Christian Duderstadt				
Show Veterinarian	Holly Helbig DVM		330-807-2643		

Buttons: New, Delete, Help, Close

Drop down and select the type of staff...

Type	Name	Address	Phone 1	Phone 2	Phone 3
Stabling Manager	Caroline Smith	615-542-8434 (text)			
Stabling Manager	Gary Sylvester				
Office Staff	Dan McCarthy				
Announcer	Tony Epperson				
Starter	Christine Rheinheimer				
Show Veterinarian	Nik Epperson				
Show Farrier	Christian Duderstadt				
Awards					
EMT					
Starter					
Show Veterinarian	Holly Helbig DVM		330-807-2643		

Buttons: New, Delete, Help, Close

The table also has a field for email addresses...

Address	Phone 1	Phone 2	Phone 3	E-Mail Address
615-542-8434 (text)				
				julie.agar@comcast.net
	330-807-2643			

New Delete Help Close

The end result when uploaded to HorseShowing.com will look something like this...

### Horse Show Staff

#### Stabling Manager

Caroline Smith - 615-542-8434 (text)

#### Announcers

Gary Sylvester

Dan McCarthy

Tony Epperson

#### Starters

Christine Rheinheimer

Nik Epperson

Christian Duderstadt

#### Show Veterinarian

Holly Helbig

330-807-2643

#### Show Farrier

Mike Blankenship

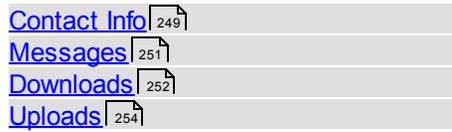
513-368-0313

#### See Also

[Configuration](#) <sup>242</sup>

[Officials](#) <sup>244</sup>

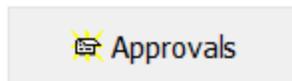
[Apporovals](#) <sup>248</sup>



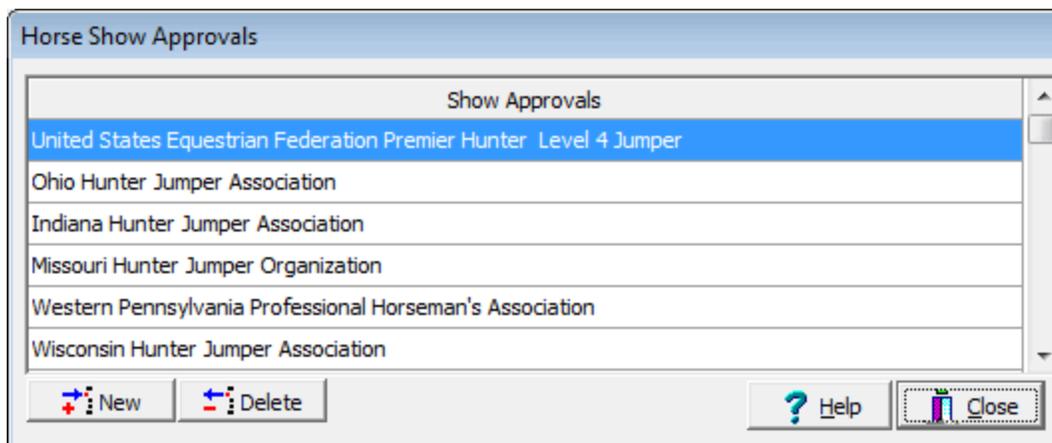
### 11.1.3 Approvals



#### Approvals



To create an Approvals section on HorseShowing.com click the Approvals button and the following dialog is displayed...



Just type them in in the order you would like them to appear. The end result when uploaded to HorseShowing.com will look something like this...

## Approvals

United States Equestrian Federation Premier Hunter Level 4 Jumper

Ohio Hunter Jumper Association

Illinois Hunter Jumper Association

Indiana Hunter Jumper Association

Missouri Hunter Jumper Organization

Western Pennsylvania Professional Horseman's Association

Wisconsin Hunter Jumper Association

Hunter Jumper Association of Michigan

Ohio Professional Horseman's Association (See OPHA.org for approved dates)

Kentucky Hunter Jumper Association

Maryland Hunter Jumper Association

Last Updated: 2017 Feb 11 01:25 PM

See Also	
<a href="#">Configuration</a>	242
<a href="#">Officials</a>	244
<a href="#">Staff</a>	246
<a href="#">Contact Info</a>	249
<a href="#">Messages</a>	251
<a href="#">Downloads</a>	252
<a href="#">Uploads</a>	254

### 11.1.4 Contact Info



#### Contact Info



If you upload your show to HorseShowing.com, you must provide a minimum of one set of contact info. Click on the Contact Info button to create your contact info...

Show Contact Info For HorseShowing.com

Contact Info #1 | Contact Info #2

**YOU MUST PROVIDE A MINIMUM OF ONE SET OF CONTACT INFO**

Include This Contact Information

Title, For Example: For More Information Contact: (Required)  
For More Information Contact:

Name (Required)  
Brandon Saxton

Address 1 (Required)  
4095 SR 730

Address 2 (Optional)

City (Required) State (Reqd) Zip/PC (Reqd)  
Wilmington OH 45177

Phone 1 (Optional) Phone 2 (Optional)

Email Address (Required or a phone number)  
bsaxton12@gmail.com

Web Site Address (Optional)  
WEC.com

**ALL FIELDS MARKED (REQUIRED) MUST BE INCLUDED**

 Help  Add MapQuest Map to Show Grounds  Close

You can add a link to a MapQuest map to the location of your show....

Add MapQuest Map to Show Grounds to HorseShowing.com

MapQuest Map URL

 Cancel  Remove  Go To MapQuest.com  OK

If you are connected to the internet you can go to MapQuest by clicking on the button. When you get there, type in the address to create the map and then paste the URL from the web browser into the box

above. A link like this will be created on your Contact Show page...

 [Click here for map/directions to show grounds](#)

See Also	
<a href="#">Configuration</a>	242
<a href="#">Officials</a>	244
<a href="#">Staff</a>	246
<a href="#">Apporovals</a>	248
<a href="#">Messages</a>	251
<a href="#">Downloads</a>	252
<a href="#">Uploads</a>	254

### 11.1.5 Messages



#### Messages



To add informational messages to HorseShowing.com click the Messages button and the following dialog is displayed...

**Add Informational Messages to HorseShowing.com**

Message Title

Message Text: (25 Words Maximum)  Front Cover Message

Message 1 of 1

There are two types of messages that you can create. "Front Cover" messages are displayed in a large bold font and are for the purpose of creating the cover information of your prize list online. "Normal" messages are created in a normal font and are used for the types of informational messages that might appear inside a prize list/premium book.

Because these messages will be embedded in a web page there are a few elements of HTML which is the language that web pages are created in that you can use to enhance your messages:

<b>This text will be in a bold font</b>

<u>This text will be underlined</u>

**This text will be bold and underlined**

This text will have round dots as separators:

Marshall & Sterling &#149; MASCUP &#149; North American League

As in:

Marshall & Sterling · MASCUP · North American League

This is what typical "Front Cover" messages look like on HorseShowing.com...

### New Start Time in the Roberts for Friday

Roberts 8:15am R & L 8:00, Sanctuary The Grand Prix Dinner this week is Steak, Potato, Grilled Vegetables, Salad and Dessert. \$35 Plate or \$260 for a table of 8. VERY LIMITED supply of tickets, reserve yours in the horse show office before they are gone! After the Grand Prix we will have the very popular DOG RACE!

### Church Services in the Sanctuary

A short non denominational Church service happens every Sunday morning at 8am in the Sanctuary near the ingate, we invite you to join us!

### Stall Reservations

Stalls are not available online. The ONLY way to get stalls is to submit the Stall Reservation Form below following the directions at the top of the form. Please consider submitting your entries on this website by clicking the ENTER ONLINE button above, do not hesitate to call Julie at 248-892-6806 if you need help or have questions. There is a small fee of \$1 per show day or \$25 for unlimited use for 365 days for each horse entered. This is payable to the independant service that owns the site, well worth it and it waives the late fee if you are not on time.

See Also	
<a href="#">Configuration</a>	242
<a href="#">Officials</a>	244
<a href="#">Staff</a>	246
<a href="#">Apporovals</a>	248
<a href="#">Contact Info</a>	249
<a href="#">Downloads</a>	252
<a href="#">Uploads</a>	254

## 11.1.6 Downloads



### Downloads



To allow potential exhibitors to download prize lists or entry forms in PDF format click the **Downloads** button and the following dialog is displayed...

**Add Downloads to HorseShowing.com**

Downloads Title (Required)  
Stall Reservation Procedure

Downloads Text (Optional): (50 Words Maximum)  
We are sold out for this show. Sorry! Be sure to reserve early for the remainder of our shows, stalls can be canceled without penalty up to 7 days before the show starts.

Download Description

- ▶ Stall Reservation Form
- Entry Form
- Prize List
- Four Day Schedule

New Download Delete Download

Help Close

You must provide a title and you may optionally add a message to go along with your downloads.

**Note:** For a simple downloads sections set your title to just "Downloads" and leave the optional text blank. This will cause the Downloads title to be printed in a special red font that will match the rest of the page and look nice.

At this point, you just want to identify which downloads you will have on the site by giving them a name. Just click the **New Download** button and type in a name.

Download files must be in **PDF** format. If you do not have the capability to convert your documents to PDF format, contact Argus Development - we may be able to convert them for you.

This is what a downloads section might look like on HorseShowing.com...

## Stall Reservations

Stalls are not available online. The ONLY way to get stalls is to submit the Stall Reservation Form below following the directions at the top of the form. Please consider submitting your entries on this website by clicking the ENTER ONLINE button above, do not hesitate to call Julie at 248-892-6806 if you need help or have questions. There is a small fee of \$1 per show day or \$25 for unlimited use for 365 days for each horse entered. This is payable to the independant service that owns the site, well worth it and it waives the late fee if you are not on time.

Stall Reservation Form

Prize List

Weekly Schedule

Mailable Entry Form

Stall Locations

Daily Schedule with Counts

Sanctuary Orders

R + L Orders



Get Acrobat Reader

See Also
<a href="#">Configuration</a> <small>242</small>
<a href="#">Officials</a> <small>244</small>
<a href="#">Staff</a> <small>246</small>
<a href="#">Apporovals</a> <small>248</small>
<a href="#">Contact Info</a> <small>249</small>
<a href="#">Messages</a> <small>251</small>
<a href="#">Uploads</a> <small>254</small>

### 11.1.7 Uploads



#### Uploads



To upload your show to HorseShowing.com click the **Upload** button or select Upload to Horseshowing.com from the menu and the following dialog is displayed...



If you are uploading for the first time when you click the Upload button you will be prompted to log into your account on [www.sportdatainc.com](http://www.sportdatainc.com) and Horseshowing.com show days that you have purchased and have available on your account will be applied to the show.



The show has been successfully uploaded. You may now click the **Goto HorseShowing.com** button and view the show you have uploaded on the internet.

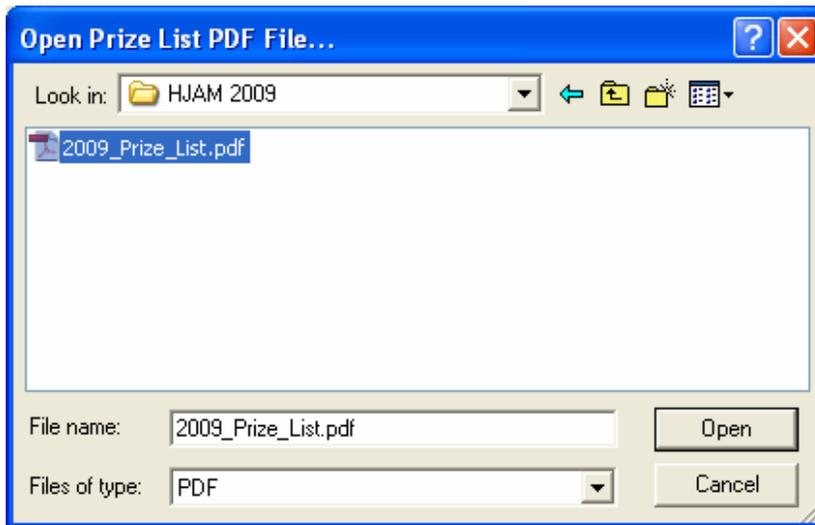
It's that simple!

Once you've uploaded your show the **Upload Downloads in PDF Format** button becomes available, this is where you upload the downloads you configured by clicking the [Downloads](#)<sup>[252]</sup> button on the [Show Parameters](#)<sup>[84]</sup> dialog. When you click the Upload Downloads in PDF Format button the following dialog box is displayed...



Click on each item in turn that you want to upload and click the Upload button.

A file open dialog will appear to allow you to select the file to be uploaded for the selected download...



Navigate to and open the desired PDF file for the selected download.



The file will begin uploading, a progress bar will move across as the file is uploaded.

See Also	
<a href="#">Configuration</a>	[ 242 ]
<a href="#">Officials</a>	[ 244 ]
<a href="#">Staff</a>	[ 246 ]
<a href="#">Apporovals</a>	[ 248 ]
<a href="#">Contact Info</a>	[ 249 ]
<a href="#">Messages</a>	[ 251 ]
<a href="#">Downloads</a>	[ 252 ]

## 11.2 Check For Online Entries



### Check For Online Entries

To bring your entries into ShowPro from Horseshowing.com select Data > Horseshowing.com > Check For Entries from the menu. The following will be displayed....

Horseshowing.com - Online Entry Management

Accept
  Pending
  Reject
 Auto Number: 1001
 Assign Number:
  Print entry form on accept
  Print report on accept
 Process Payment
 Print Entry Form
 Print Report

## Horseshowing.com - Stabling Request

### Country Heir Midwest Indoors II

November 18 - 20, 2011  
2011 Dec 04 12:58 AM

**Submitted:** Friday December 2nd, 2011 at 05:35 PM

**Trainer:** David Bridges

Fees	Qty	Amount	
Stall Reservation	10	\$1,200.00	
<b>Total:</b> \$1,200.00			<b>Minimum Deposit:</b> \$1,200.00

**Note:** Hi Julie!

**Please make a check for \$1,200.00 payable to:**  
Frankie Stark

**And mail to:**  
20336 Stark Rd  
Fayetteville, OH 45118

**Please write this number on your check:** 1111

Overall 1 of 3 For submitter David Bridges 1 of 3

What you have here are some controls at the top and bottom for managing the processing of the items and in the middle area is a report that is identical to what the exhibitor would see for the item in their account on Horseshowing.com. You have four options in the processing of an item, we are calling them items by the way because they can be either an entry or a stabling request....

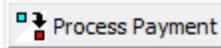
**Option 1** is Accept the item. This will set the status of the item in the exhibitors account on Horseshowing.com to ACCEPTED. If there is a minimum deposit on the item you may choose to not accept it until you have received the payment.

**Option 2** is to set the item to Pending. This will set the status of the item in the exhibitors account on Horseshowing.com to PENDING. This means the show is acknowledging receipt of the entry, which is important feedback to the exhibitor, but is not yet accepting the entry, most likely because the show has not received the minimum deposit.

**Option 3** is to reject the entry which will set the status of the item to REJECTED in the exhibitors account.

**Option 4** is to do nothing which doesn't accomplish anything but you may want to defer action for one reason or another.

The recommended process is to set items to Pending unless there is no minimum deposit amount or you have received payment for the deposit. Once you have payment you would Accept the item. At this point the item will become an entry in the show, or stalls in a trainer account. Entries will be added to the show in an instant just as if you had entered them manually.



In the top tool bar there is a **Process Payment** button. This toggles open an additional set of controls for processing payments by check....

Accept Pending Reject Auto Number: 1001 Assign Number: Print entry form on accept Print report on accept Process Payment Print Entry Form Print Report

Type: Check Number: Date: 12/04/11 Description: Payment By: DB Amount: 1200.00 Master Payment

Amount: 1200.00  Master Payment Amount: 2000.00

You can apply a payment to several items using a master payment.

Or you can leave the Master Payment box unchecked and just apply a payment to a single item. Now, you also have a tool in the bottom tool bar that is helpful....

Overall 1 of 3 ...

Clicking the ellipsis button (or dot dot dot button) will open up a panel with a table in it that contains information about your items. There is important information that will help you in processing your items.

Horseshowing.com - Online Entry Management

Accept Pending Reject Auto Number: 1018 Assign Number: Print entry form on accept Print report on accept Process Payment Print

### Horseshowing.com - Stabling Request

#### Chagrin Valley Farms Jan I

January 12 - 15, 2012  
2011 Dec 22 10:52 AM

Submitted: Wednesday December 21st, 2011 at 11:31 AM

Trainer: Cari Gleeson

Total: \$2,500.00      Minimum Deposit: \$2,500.00

**Please make a check for \$2,500.00 payable to:**  
Chagrin Valley Farm

**And mail to:**  
PO Box 714  
Chagrin Falls, OH 44022

**Please write this number on your check: 1411**

Submitter Name	Status	Horse/Stabling	Owner	Min Deposit	Trans ID	Submitter Email
Cari Gleeson	Submitted	Stabling	n/a	2,500.00	1411	Cari Gleeson
Cari Gleeson	Submitted	Playboy	Stone Farm, Stepping	100.00	1412	Cari Gleeson
Cari Gleeson	Submitted	First Class	Obrien, Sara	0.00	1413	Cari Gleeson
Cari Gleeson	Submitted	Pajama Party	Zuckett, Sophia	0.00	1414	Cari Gleeson
Cari Gleeson	Submitted	Malbu Sea Smoke	Taylor, Kate	0.00	1415	Cari Gleeson

Submitter/Status Status Horse Owner Min Deposit Trans ID

Overall 1 of 7 ... For submitter Cari Gleeson 1 of 7 First Entry Prior Entry Next Entry Last Entry Help Close

Notice the Trans ID, the exhibitor is instructed to put this number on their check so this is a useful piece of information.

You can click on items in the table and bring them into the report viewer.

As soon as an item is accepted it will no longer be loaded into this table. The table's primary function is to help locate items where you're still expecting a payment.

Once you have the table open one thing that is helpful to know is that the top edge is a splitter that you can use to expand the table to make more rows visible....

Horseshowing.com - Online Entry Management

Accept
  Pending
  Reject
 Auto Number: 1018
 Assign Number:
  Print entry form on accept
  Print report on accept

## Horseshowing.com - Stabling Request

### Chagrin Valley Farms Jan I

January 12 - 15, 2012  
2011 Dec 22 10:58 AM

Submitted: Wednesday December 21st, 2011 at 11:31 AM

Trainer: Cari Gleeson

Total: \$2,500.00      Minimum Deposit: \$2,500.00

Please make a check for \$2,500.00 payable to:  
Chagrin Valley Farm

And mail to:  
PO Box 714  
Chagrin Falls, OH 44022

Please write this number on your check: 1411

Submitter Name	Status	Horse/Stabling	Owner	Min Deposit	Trans ID	Submitter Email
Cari Gleeson	Submitted	Stabling	n/a	2,500.00	1411	Cari Gleeson
Cari Gleeson	Submitted	Playboy	Stone Farm, Stepping	100.00	1412	Cari Gleeson
Cari Gleeson	Submitted	First Class	Obrien, Sara	0.00	1413	Cari Gleeson
Cari Gleeson	Submitted	Pajama Party	Zuckett, Sophia	0.00	1414	Cari Gleeson
Cari Gleeson	Submitted	Malbu Sea Smoke	Taylor, Kate	0.00	1415	Cari Gleeson

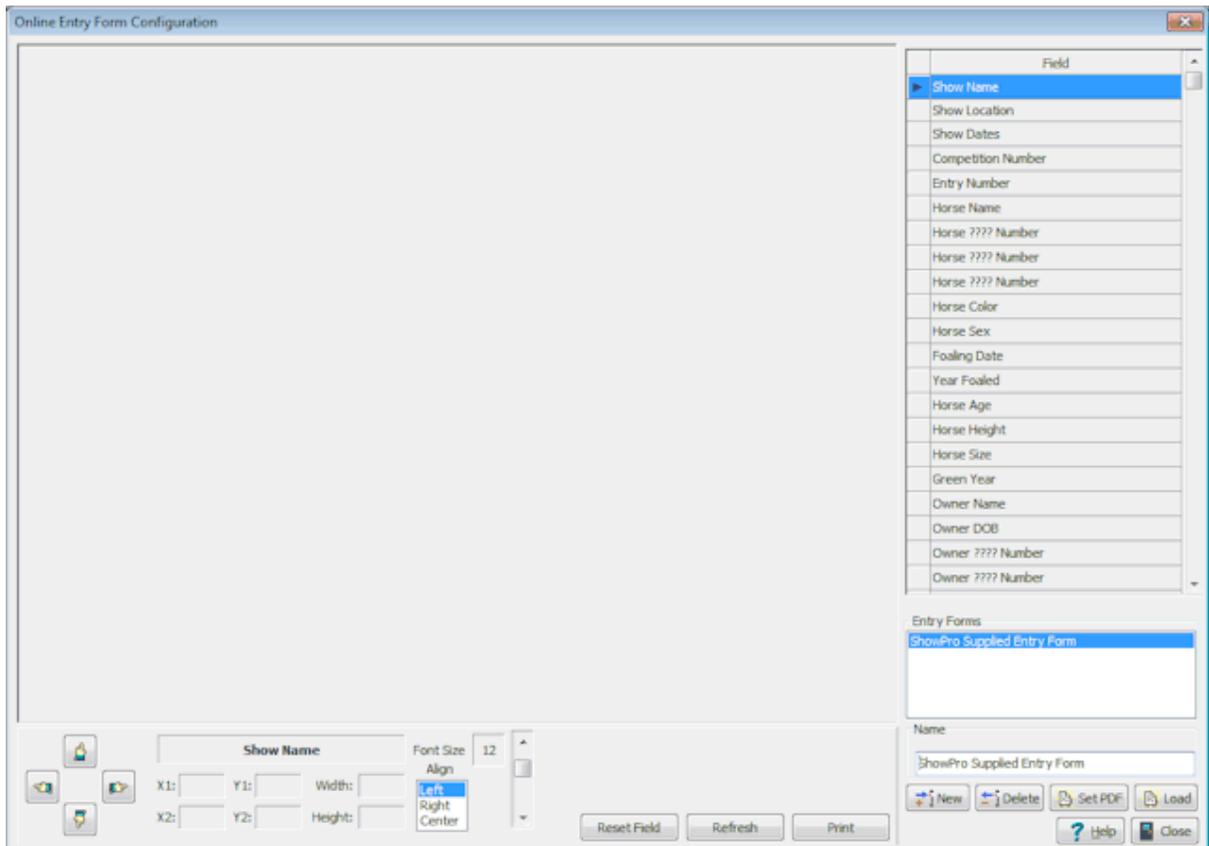
Submitter/Status
  Status
  Horse
  Owner
  Min Deposit
  Trans ID

Overall 1 of 7 ...
 For submitter Cari Gleeson 1 of 7



ShowPro comes with a preconfigured entry form that is actually quite nice that you can use as is. This entry form is also provided as a Word document so that you can modify it if you like.

When you select Data > Horseshowing.com > Entry Form Configuration the following dialog box is displayed...



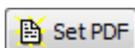
Notice there are some buttons there at the bottom right - New, Delete, Set PDF, and Load...



Click **New** to create a new entry form that can be selected for use for online entry. This will create a new entry in the list and you can edit the name to suit.



Click **Delete** to remove the selected entry form from the list. You would use this if you no longer wanted to use the selected entry form.



Click **Set PDF** to associate a PDF document with the entry form. This is your blank entry form, you will navigate to and open the PDF file to make the association.



Click **Load** to load the entry blank and any configuration that has been done.

This is a loaded, fully configured entry form....

Online Entry Form Configuration

100

Show Name Here  
 Show Dates Here Show Location Here

Horse USEF #	Horse Name:	Sex	Foaling Date	Color
12349876	Queen of Hearts	M	01/01/2003	Chestnut
Primary Owner Name:	USEF#	ASPCAR	DOB	Owner Email Address:
Mary Smith-Huffington	12349876	12349876	08/17/89	maryjane@huffingtonpost.com
Owner Address	City/State/Zip	Cell Phone:		
42048 Fairview Drive	Canton, MI 48187	555-555-5555		
Rider #1 Name:	USEF#	ASPCAR	DOB	Rider #1 Email Address:
Sally Smith-Huffington	12349876	12349876	10/10/03	sally@huffingtonpost.com
Rider #1 Address	City/State/Zip	Cell Phone:		
42048 Fairview Drive	Canton, MI 48187	555-555-5555		
Rider #1 Classes by Number	Rider #1 Sections			
21,22,23,24	Rider 1 Sections Here			
Rider #2 Name:	USEF#	ASPCAR	DOB	Rider #2 Email Address:
Betsy Steverson	12349876	12349876	10/10/03	betsy.steverson@gmail.com
Rider #2 Address	City/State/Zip	Cell Phone:		
42048 Fairview Drive	Canton, MI 48187	555-555-5555		
Rider #2 Classes by Number	Rider #2 Sections			
31,32,33,34	Rider 2 Sections Here			

I have read the United States Equestrian Federation, Inc. (the "Federation") Entry Agreement (EAG) as printed in the Prize List for above show and agree to all of its provisions. I understand and agree that by entering this Competition, I am subject to Federation Rules, the Prize List, and local rules of the competition. I agree to waive the right to the use of any photos from the competition, and agree that any actions against the Federation must be brought in New York State.  
 Federation Release, Assumption of Risk, Waiver, and Indemnification This document waives important legal rights. Read it carefully before signing.  
 I AGREE in consideration for my participation in this Competition to the following: I AGREE that "the Federation" and "Competition" as used herein includes the Licensee and Competition Management, as well as all of their officials, officers, directors, employees, agents, personnel, volunteers and Federation affiliates. I AGREE that I choose to participate voluntarily in the Competition with my horse, as a rider, driver, handler, valet, longeur, lessee, owner, agent, coach, trainer, or as parent or guardian of a junior exhibitor. I am fully aware and acknowledge that horse sports and the Competition involve inherent dangerous risks of accident, loss, and serious bodily injury including broken bones, head injuries, trauma, pain, suffering, or death ("Harm"). I AGREE to hold harmless and release the Federation and the Competition from all claims for money damages or otherwise for any Harm to me or my horse and for any Harm of any nature caused by me or my horse to others, even if the Harm arises or results, directly or indirectly, from the negligence of the Federation or the Competition. I AGREE to expressly assume all risks of Harm to me or my horse, including Harm resulting from the negligence of the Federation or the Competition. I AGREE to indemnify (that is, to pay any losses, damages, or costs incurred by) the Federation and the Competition and to hold them harmless with respect to claims for Harm to me or my horse, and for claims made by others for any Harm caused by me or my horse while at the Competition. I have read the Federation Rules about protective equipment, including GR801 and if applicable, EV114, and I understand that I am entitled to

Field

Show Name
Show Location
Show Dates
Competition Number
Entry Number
Horse Name
Horse USEF Number
Horse ????
Horse ????
Horse Color

Font Size: 12

Align: Left

Reset Field Refresh Print

Now lets zoom in on some things...

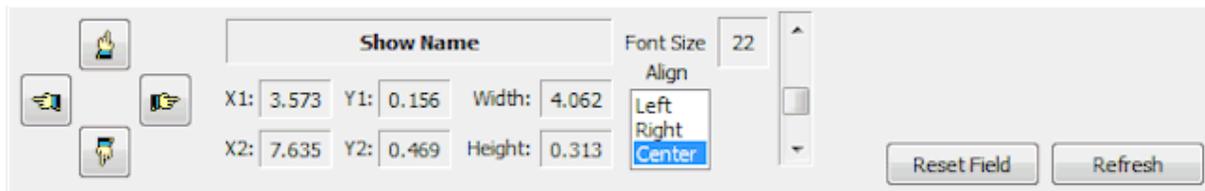
	Field
▶	Show Name
	Show Location
	Show Dates
	Competition Number
	Entry Number
	Horse Name
	Horse USEF Number
	Horse ????
	Horse ????
	Horse Color

Notice that along the right hand side there is a list of items that you might want to place on your entry form. Whichever item is selected is the item that you're currently working with. If you don't need a particular item you can just skip over it and ignore it.

Notice that there is a Horse USEF Number and some **???? Numbers**. Actually the USEF Number started out as a **???? Number** too. When you click on a Number field a special **Set Org** button appears near the bottom that allows you to associate an organization with a Number field, this is how the first Horse **????** field became a USEF Number.

The same principle applies for people numbers for which you'll see you have several sets. Setting the orgs for your numbers is one of the first tasks you need to perform.

Now, you're going to be clicking and dragging the mouse to draw/define the box where you want the selected field placed. As you draw your box the font size (below) will be adjusted dynamically and you'll see some of the other info updating as well.



Once you've drawn your box you can use the **arrow buttons**, the **Align**, and the **Font Size** to fine tune it if need be. The **Reset Field** button removes the configuration for the currently selected item and allows you to start over if you want. The **Refresh** repaints the entire form. If you hold down the **shift key** while clicking the arrow buttons the movement will be magnified by a factor of 10.

Show Fees:	Qty	Amount
Fee Name Here	1	100.00
Next Fee Here		

There are a few other little items we need to talk about, one is fees. To the left is a typical fee configuration. There is a Fee Name, a Quantity, and an Amount. These are placed just like typical fields, nothing special.

The special thing is the **Next Fee Here** field which really isn't a field at all but rather something that identifies what the proper spacing of the subsequent fees should be.

Another bit of special handling concerns the classes and sections boxes. These boxes can be a long single line or they can be a shorter multi-line box and the text will wrap around within the box. For sections the box should be a minimum width of what the longest single section name might be and the height, if you plan on having the section names wrap to the next line should be high enough to allow for this. When you draw both the classes and the sections boxes the font will lock in at the smallest size, this is because the odds are good that this is the size that would be needed anyway and to allow any wrap around to happen properly.

**Note:** Sections are a Hunter Jumper thing, if you're not doing Hunter Jumper shows you won't have sections on your entry blank.

With not much effort you can configure your entry forms to work with the Horseshowing.com Online Entry System.

#### See Also

[Horseshowing.com](#) <sup>240</sup>

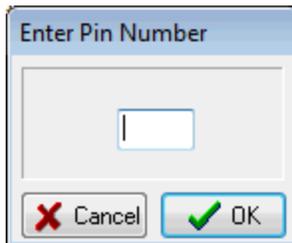
[Configuration](#) <sup>242</sup>

[Check For Online Entries](#) <sup>256</sup>

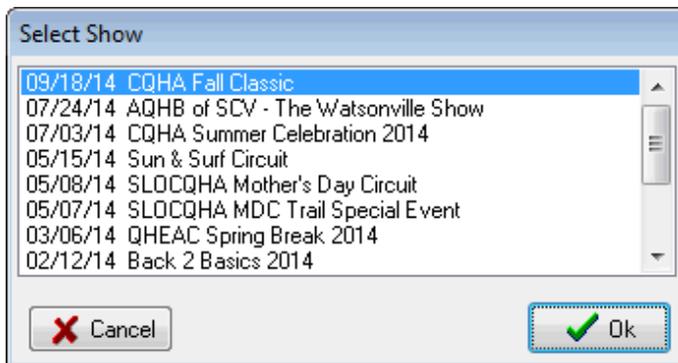
## 12 ShowPro Rings Server/Apps



The ShowPro Rings System consists of a small server application that runs on your ShowPro/host computer and minimizes to your system tray. This small program runs independently of ShowPro, you can exit ShowPro and the server can continue to run servicing requests from the apps running at the rings...



When you run the program it will prompt for a PIN. The default pin is 4 zeros, you should definitely set it to something more secure as security is an important concern. Don't set it to something easily guessed like 1234 either.



Once you enter the correct PIN, again initially 4 zeros, you'll be prompted to select the show you're running. The selections are coming from the currently selected database in ShowPro.



Once you select the show you'll see the little window to the left which displays the the IP address that the apps will require entered and a means to set a pin number.

Your officials will need to enter the IP address and the pin number to be able to connect to your Rings Server.

What you do now is minimize this window, it will go to your system tray at the right end of your task bar.

**Note:** Be sure that you minimize the server so it goes to the system tray, don't accidentally close it by clicking the **X**!

The IP address that is displayed is the address of your Local Area Connection, this is what is connecting you to your hard wired network, either a switch or a router. If a router it probably has wireless capability and your apps can connect via that. If a switch a wireless access point can be

plugged into that switch and that access point may be placed via a cable somewhere more advantageous for connectivity with your rings than in the immediate proximity of the switch, i.e. it may be several hundred feet from the switch.

There are also wireless extender products available to extend the range of your wireless connectivity. The best strategy for getting connectivity at your rings will depend on a variety of circumstances more or less unique to your situation.

Each app is going to prompt for the IP Address and the pin number when it is pulled up in the web browser

Once the IP address has been entered once it will be remembered as you see to the left. The IP you enter must be the same one that is displayed on your Rings Server, and your Rings Server must be running for the app to be able to connect.

Once the IP address has been submitted a connection will be made to the server and you will be prompted for the PIN. If the prompt for the PIN does not appear it is an indication you are not connected to the server, either your server is not running or it is not running on the same network as your device. If the PIN prompt does appear then proper connectivity has been established.

The Judges, Gate, and Announcers apps run in any modern web browser on a computer or suitable tablet. For best results tablets should have a minimum screen width of 768 pixels which iPads have but there are less expensive Android tablets with 800 pixel width which work great also.

Tablets with less resolution may work for testing purposes but they are generally too small to be useful. We've found that the Chrome browser (free download) works much better on Android than the default Android browser.

### In This Chapter

[Judges App](#)<sup>265</sup>

[Announcers App](#)<sup>267</sup>

[Paddock Apps](#)<sup>269</sup>

## 12.1 Judges App



### Judges App

The Judges App allows the judge to select a ring, a sub show if applicable, a day, and the class. Once the class is selected the entrant back numbers will be loaded.

The judge has the capability to set how many places are awarded, to create ties, or specify a California split.

The back number icons can be dragged to three Staging area as an aid in ranking the entries. They can also be dragged directly to the **Placed** area or the **No Place** area. The icons can also be dragged to change their rank in any area that they are in.

Once the judge has the entries ranked the **PLACE** button will move the proper number of entrants from the Stagger area to **Placed** and the remaining entrants will be moved to the **No Place** area.

Once the class is places the **SEND** button will cause the results to be posted in ShowPro. In the case of a multiple judged class the judge will be prompted to select himself from the list of judges assigned to the class.

As with all the apps the entire top area can be toggled opened/closed by clicking on the show title. The option button is also a toggle that opens/closes the options tool bar.

**Note:** Although not shown below, if a class has class specs they are shown for the judge.

Country Heir II USEF Premier Show - June 11 - 15, 2014

Stonelea Ring      Wednesday, June 11, 2014

14) WCHR Green Conformation Hunter Model

Options    Reset    Place    Send

# Places:  Set    # Splits:  Set    Tie:  Set    Reset

Placing

Rank	Placed	Stagger	Not Judged	No Place
1		91	1069	92
2		787	815	1075
3		816	820	
4			1115	
5			1320	
6		819	1272	
7		21	529	
8		19	2007	
		1393	821	
			836	
			747	
			117	

- See Also
- [ShowPro Rings Server/Apps](#) <sup>264</sup>
  - [Announcers App](#) <sup>267</sup>
  - [Paddock Apps](#) <sup>269</sup>

## 12.2 Announcers App



## Announcers App

The Announcers App allows the announcer to select a ring, a sub show if applicable, a day, and the class. Once the class is selected the list of entrants will be loaded. There is a check box that can be checked for the announcers reference, it doesn't perform any action in ShowPro.

The **Entries** tab displays the entire list of entries for the show, equivalent to the Entries By Number report in ShowPro.

Class
Entries

CQHA Fall Classic - September 18 - 21, 2014

ARENA 1

Thurs/Friday

Thursday, September 18, 2014

22) Hunt Seat Equitation Youth - Level 1

Entries: 10

<input type="checkbox"/>	411	CAUGHT YA	CASSANDRA MICHELLE EHRLE	MICHELLE EHRLE	CHINO HILLS, CA
<input type="checkbox"/>	430	ASLEEP AT LAST	DEVON WOODS	DEVON WOODS	ESCONDIDO, CA
<input type="checkbox"/>	497	HOT TIME TO ZIP	MADDIE FIORANTE	MADDIE FIORANTE	PORTLAND, OR
<input type="checkbox"/>	498	OLD GOLD WHISKEY	BRIANNE LUNDBERG	DEBORAH LUNDBERG	SAN MARCOS, CA
<input type="checkbox"/>	499	SUMAC HOT SKIP	BAILEY LUNDBERG	BAILEY LUNDBERG	
<input type="checkbox"/>	618	TWO GOOD AND CLSSSY	KRISTEN MARTIN	CORNELIA MARTIN	BUELLTON, CA
<input type="checkbox"/>	640	OBVIOUS A CLU IT TOO	ASHLEY GEORGE	ASHLEY GEORGE	MORGAN HILL, CA
<input type="checkbox"/>	641	HOTRODDIN RENEGADE	JALEESA CAROCCIO	BEN & LISETTE CAROCCIO	BAKERSFIELD, CA
<input type="checkbox"/>	642	AN EVERLASTING TOUCH	LIANA CAROCCIO	BEN & LISETTE CAROCCIO	BAKERSFIELD, CA
<input type="checkbox"/>	928	LOPIN FOR HOURS	SHANNON RAE ROHRING	SHANNON RAE ROHRING	CARLSBAD, CA

### See Also

[ShowPro Rings Server/Apps](#) <sup>264</sup>

[Judges App](#) 265[Paddock Apps](#) 269

## 12.3 Paddock Apps



### Paddock Apps

There are two Paddock apps, below is the app for one horse in the ring at a time classes. This has the same class selection mechanisms as the other apps.

A function is available for the paddock master to enter at the gate, the back number is typed into the RNE (rode not entered) box and when the ADD button is pressed the entry is added in ShowPro. If there are more than one person on the entry a prompt will appear to select the correct rider. If it is a combined class a prompt will appear to select the correct original class.

When a class is selected the entrants are loaded according to any order of go set in the office. The paddock master has the ability to alter the order by dragging items in the list to a new position.

When a horse goes in the ring the paddock master drags that horse from the entrants list to the **In Ring** position, any entrant already in the **In Ring** box will be moved to the **Gone** box.

Entrants can also be dragged to the **No Show** box if it becomes clear they are not going to show up.

When the last entrant is in the In Ring box a **Complete Class** button will appear, when this button is pressed all the entrants in the **Gone** box will be verified in ShowPro as having been judged and the class will be finalized.

There is a **Lock Order** button, this will disable the dragging capability and a button will appear to advance the next entrant into the ring. This is useful at a minimum when orders of go are critical and some may prefer to keep the order locked except when adjustments need to be made.

CQHA Fall Classic - September 18 - 21, 2014

ARENA 1 ▾ Thurs/Frid: ▾ Thursday, September 18, 2014 ▾  
 1) Warm Up Hunter Under Saddle ▾ RNE:  **ADD**

At Gate: 7 In Ring: 0 Gone: 0 No Shows: 0

In Ring

 Lock Order

At Gate

<b>1</b>	430	ASLEEP AT LAST	DEVON WOODS	CLARISSA CZUPRYNSKI
<b>2</b>	487	HOO U LOOKIN AT	NANCY KEEGAN	MIKE DUNN
<b>3</b>	499	SUMAC HOT SKIP	BAILEY LUNDBERG	DANIEL PROUHET
<b>4</b>	623	JAKS MACHINE	NENA HEWETTE EDWARDS	NENA HEWETTE EDWARDS
<b>5</b>	658	PR THE GREEN BAY	JOSEPH BENNETT	KEVIN DUKES
<b>6</b>	930	TOTALLY IRONIC	KEVIN DUKES	KEVIN DUKES
<b>7</b>	950	UF A LIGHT SMOKE	MARY GRACEN REED	KEVIN DUKES

No Shows

Gone

For classes where all the horses are in the ring at the same time the below app is provided. The entrants are loaded in back number order when the class is selected. When the check box is checked

the entrant is verified in ShowPro as having been judged.

CQHA Fall Classic - September 18 - 21, 2014

ARENA 1    Thurs/Frid:    Thursday, September 18, 2014

22) Hunt Seat Equitation Youth - Level 1    RNE:    **ADD**

Entries: 10

<input type="checkbox"/>	411	CAUGHT YA	CASSANDRA MICHELLE EHRLE	IRIS PETSCHENIG
<input type="checkbox"/>	430	ASLEEP AT LAST	DEVON WOODS	CLARISSA CZUPRYNSKI
<input type="checkbox"/>	497	HOT TIME TO ZIP	MADDIE FIORANTE	KELLIE HINELY
<input type="checkbox"/>	498	OLD GOLD WHISKEY	BRIANNE LUNDBERG	DANIEL PROUHET
<input type="checkbox"/>	499	SUMAC HOT SKIP	BAILEY LUNDBERG	DANIEL PROUHET
<input type="checkbox"/>	618	TWO GOOD AND CLSSSY	KRISTEN MARTIN	PATRICE VERNAND
<input type="checkbox"/>	640	OBVIOUS A CLU IT TOO	ASHLEY GEORGE	JENNIFER DOUBRAVA
<input type="checkbox"/>	641	HOTRODDIN RENEGADE	JALEESA CAROCCIO	CAROLYN RICE
<input type="checkbox"/>	642	AN EVERLASTING TOUCH	LIANA CAROCCIO	CAROLYN RICE
<input type="checkbox"/>	928	LOPIN FOR HOURS	SHANNON RAE ROHRING	DANIEL PROUHET

**See Also**

[ShowPro Rings Server/Apps](#) <sup>264</sup>

[Judges App](#) <sup>265</sup>

[Announcers App](#) <sup>267</sup>

## 13 Miscellaneous Tools



This chapter, titled Miscellaneous Tools is a collection of tools some of which are used by the show office and some that are used by show management.

Tools are documented here to handle the following

- 1099 Processing
- Mailing List Management
- Trainer Incentive Programs
- Show Templates
- Deposits
- Other Balances
- Payment By Check Details
- E-Mail
- Checking Accounts
- Check Configurations
- General Checks
- Chart of Accounts

### In This Chapter

[1099 Processing](#) <sup>[272]</sup>

[Change Horse On Entry](#) <sup>[274]</sup>

[Mailing List Management](#) <sup>[275]</sup>

[Trainer Incentive Programs](#) <sup>[280]</sup>

[Show Templates](#) <sup>[284]</sup>

[AQHA Novice Skill Sets](#) <sup>[286]</sup>

[Payments Summary](#) <sup>[288]</sup>

[Payment Details](#) <sup>[290]</sup>

[Other Balances](#) <sup>[291]</sup>

[E-Mail](#) <sup>[292]</sup>

[Checking Accounts](#) <sup>[294]</sup>

[Check Configurations](#) <sup>[295]</sup>

[General Checks](#) <sup>[297]</sup>

[Batched General Checks](#) <sup>[299]</sup>

[Credit Card Processing](#) <sup>[300]</sup>

[Chart of Accounts](#) <sup>[305]</sup>

### 13.1 1099 Processing



#### 1099 Processing

When you select **1099 Processing** from the **Tools** menu the following dialog is displayed...

**Set 1099 Reporting Period**

Start Date: 1/ 1/2008      End Date: 12/26/2008

Report amounts greater than \$ 600

Assign unassigned prize money

There are calendar controls to set the date range. These calendars default to start on the first day of the current year and end on the current date but can be set to any date range.

You also have the option to set the amount that should cause a particular person to be issued a 1099.

If you check **Assign unassigned prize money**, unassigned prize money will be distributed evenly among the owners of the horse on the entry.

- Prize Money** This check box is on each entry for each owner and each rider. By selectively checking this box, you can control who prize checks are printed to and who is responsible for taxes on prize money.

You can also issue 1009s to your staff for payments you have made to them by check.

When you click Ok on the above dialog box, the following screen is displayed...

ShowPro (USEF) - Summer Classic II - Canton, MI

File Data Reports Tools Help

Prize Money Payees

Bennett, Katie

Black, Lisa

Checonse, Sarah

Fleming-Meyer, Ricci

McCabe, Laura

McKernan, Marissa

Rivard, Rachel

Ross, Sharon

Steensman, Suzanne

Trepte, Pat

Turk, Meredith

Date	Show	Horse	No.	Class	Place	Price
25 Jun 06	Summer Classic II	Annabelle	233	1.20m Jumpers (3'11")	5th	40.80
25 Jun 06	Summer Classic II	Annabelle	234	1.20m Jumpers (3'11")	4th	39.00
25 Jun 06	Summer Classic II	Annabelle	235	1.20m Jumpers (3'11")	3rd	57.00
25 Jun 06	Summer Classic II	Raindance	269	1.30m Junior/AO Jumpers (4'3")	1st	120.00
25 Jun 06	Summer Classic II	Raindance	270	1.30m Junior/AO Jumpers (4'3")	2nd	92.00
25 Jun 06	Summer Classic II	Raindance	401	Jumper Classic (4'3")	1st	1,050.00
25 Jun 06	Summer Classic II	Raindance	402	Junior/Amateur Owner Jumper Classic (4'3")	4th	150.00
Total						\$1,548.80

Other Payees

Payers Information

Name: Sport Data, Inc.      Fed ID#: 12-3456789

Addr: 42048 Fairview      City: Canton      State: MI      Zip: 48187

Phone: (734) 667-3390

Prize Money Payee Information

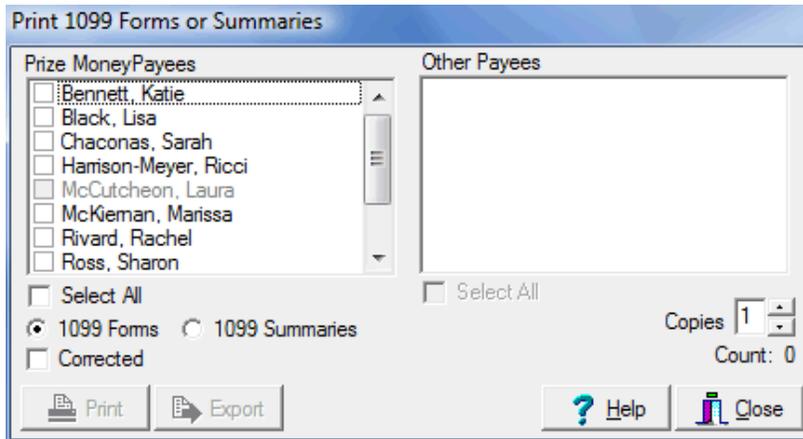
Last: Bennett      First: Katie      MI      SS#: 123-45-6789

Addr: 9620 Elmcrest Dr      City: Maple City      State: MI      Zip: 49682

1 of 11      Total Money Paid: \$28,582.40      Total 1099 Dollars: \$11,399.40

This screen gives you the ability to print an individual, detailed report for each person, or print a summary report which include all the necessary information to produce 1099 forms.

When you click Print the following dialog box is displayed...



Select 1099 Forms or 1099 Summaries.

1099 Forms can be purchased at your local office supply store.

Multiple copies can be printed.

If you check the Corrected box the corrected box will be checked on the form.

1099 forms or summary reports will be printed for those items that are checked.

**Note:** The 1099 Processing feature is not included in the Lite Edition.

#### See Also

[Miscellaneous Tools](#) <sup>272</sup>

[Change Horse On Entry](#) <sup>274</sup>

[Mailing List Management](#) <sup>275</sup>

[Trainer Incentive Programs](#) <sup>280</sup>

[Show Templates](#) <sup>284</sup>

[AQHA Novice Skill Sets](#) <sup>286</sup>

[Payments Summary](#) <sup>288</sup>

[Payment Details](#) <sup>290</sup>

[Other Balances](#) <sup>291</sup>

[E-Mail](#) <sup>292</sup>

[Checking Accounts](#) <sup>294</sup>

[Check Configurations](#) <sup>295</sup>

[General Checks](#) <sup>297</sup>

[Batched General Checks](#) <sup>299</sup>

[Credit Card Processing](#) <sup>300</sup>

[Chart of Accounts](#) <sup>305</sup>

## 13.2 Change Horse On Entry



### Change Horse On Entry

Sometimes you need to change the horse on an entry. There is an item on the Tools menu **Change Horse On Entry** or you can **RIGHT click** on the horses org number **LABEL**, not in the box, on the label.

When you activate the function using either method you'll be asked to confirm.

And then...

You'll be able to enter a org number or a name to select the new horse. Be sure and press **Enter** after entering the number or name to issue the command to make the change.

#### See Also

[Miscellaneous Tools](#) <sup>[272]</sup>

[1099 Processing](#) <sup>[272]</sup>

[Mailing List Management](#) <sup>[275]</sup>

[Trainer Incentive Programs](#) <sup>[280]</sup>

[Show Templates](#) <sup>[284]</sup>

[AQHA Novice Skill Sets](#) <sup>[286]</sup>

[Payments Summary](#) <sup>[288]</sup>

[Payment Details](#) <sup>[290]</sup>

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[Check Configurations](#) <sup>[295]</sup>

[General Checks](#) <sup>[297]</sup>

[Batched General Checks](#) <sup>[299]</sup>

[Credit Card Processing](#) <sup>[300]</sup>

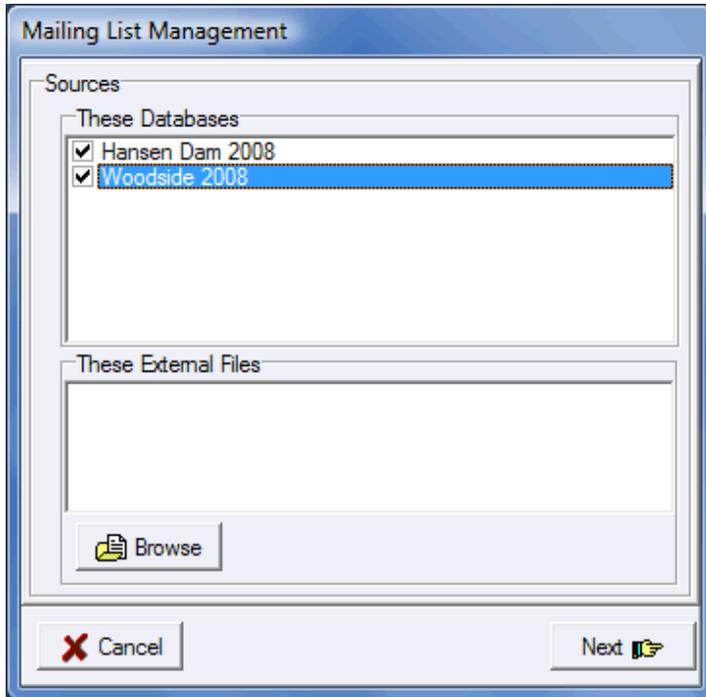
[Chart of Accounts](#) <sup>[305]</sup>

## 13.3 Mailing List Management



### Mailing List Management

The Professional version of ShowPro has some very advanced capabilities for managing your mailing lists. You can merge data from multiple databases and/or from external files. When you select Mail List Management from the Tool menu the following dialog is displayed...



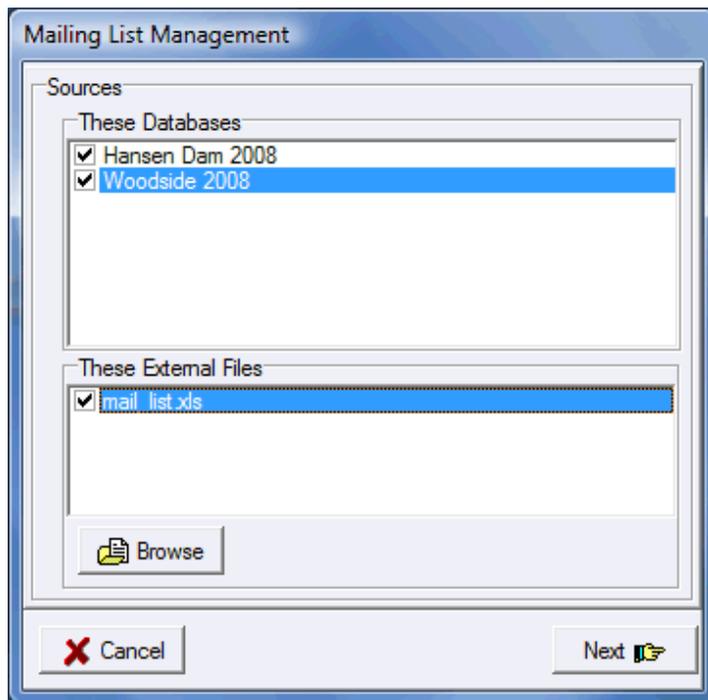
Whatever databases you have set up are available for you to pull labels from. The two databases to left are both checked so addresses will be pulled from both databases.

You can also browse for external files and add them. These are files that you have previously exported from ShowPro Mailing List Management and/or files that you have manipulated in a spread sheet and saved as tab delimited files.

Imported files must be in the following format...

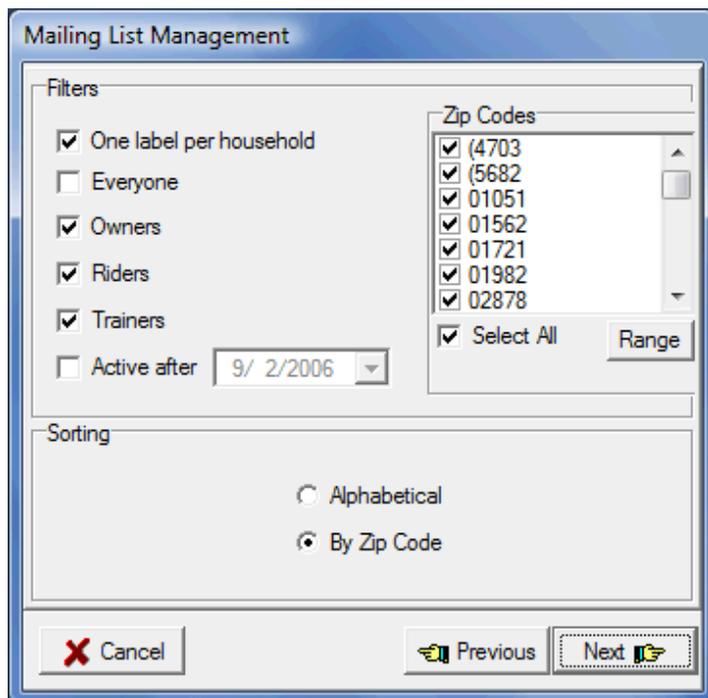
Last Name\tFirst Name\tMI\tAddress\tCity\tState\tZip\tActive Owner\tActive Rider\tActive Trainer\n

The \t symbolizes a tab character, \n symbolizes a line feed. The Active Owner, Rider, and Trainer fields are the dates the person was last active at one of your shows, these fields are optional, if present they should be in this format: 27 Jul 06.



To the left an external file has been added, addresses will be pulled from all three sources.

Click **Next** to go to the next step.



This is where you filter your addresses and set your sorting option. The check boxes allow you to include/exclude people of different categories. You can also exclude people that have not been active at one of your shows since a specified date.

On the right you can specify the zip codes that you want in your list. You can click the Range button and specify a range of zip codes, this makes it easier to focus in on a specific area.

Below your list is displayed in a spread sheet format. You can delete labels and/or edit them to make corrections. When you are satisfied with your list you can export your labels or print them.

Mailing List Management

	Last Name	First Name	MI	Address	City	State	Zip	Active Owner	Active Rider	Active Trainer
▶	Winkel	Julie		425 W. Laramie Dr.	Reno	NV	01051			29 Aug 08
2	Willeman	Sarah		198 Moulton St.	S. Hamilton	MA	01982	21 Jun 06	21 Jun 06	
3	Deane	Gretchen		511 Nanaquaket Rd.	Tiverton	RI	02878	05 Jul 06		
4	Leraris	Ava		210 Jefferson Ave.	Haddonfield	NJ	08033	27 Sep 07		
5	Hoffend	Jean		1717 W. Bloomfield Rd.	Honeoye	NY	14472	29 Aug 08		
6	Choganard	Chris		12 Tulip Lane	San Carlos	CA	15282	26 Apr 07		
7	Geffken	Curtie		261 Farm Rd	Haverford	PN	19041		25 Jun 08	
8	Haag	Suzanne		2646 Saluda Road	Chester	SC	29706	27 Sep 07		
9	Hodges	Drew		10 Busby Rd.	Aiken	SC	29801	29 Aug 08		
10	Benjamin	Megan		21184 Michaels Dr	Saratoga	CA	30010	02 Jul 08		
11	Coll Arts & Design	Savannah		1514-D Old Dean Forest	Garden City	GA	31408	26 Apr 07		
12	Stables	Lochmoor		1834 Oregon Rd	Lebanon	OH	45036	28 Sep 06		
13	Saunders	Anne		41 Ivy Dr	Orinda	CA	45363	18 Jun 08		
14	Bruggere	Maria		30000 SW 35th Dr	Wilsonville	CA	47579	25 Jun 08		
15	MacMillan	Lizu		1424 Nelson Rd.	Delano	MN	55328	04 Jul 07		
16	Vermilion	Jennifer		46 Adair Creek Rd	Livingston	MT	59047	18 Jun 08		
17	Mahoney	Dana		225 Mathew Bird Cir	Bozeman	MT	59715	01 May 08		
18	Carr	Sydney		1216 Sherwood Lane	Oklahoma City	OK	73116	02 Jul 08	29 Aug 08	
19	Brasley	Merilee		714 Superior Rd	Magnolia	TX	77354	25 Sep 08		
20	Cheshe	Rebecca		3403 W. Daybreaker Dr.	Park City	UT	84098	25 Jun 08	25 Jun 08	
21	Young	Madison		5082 Rebel Ct	San Jose	CA	85118	27 Sep 07	27 Jun 07	
22	Farm	Kashmere		6224 E Bemel	Paradise Valley	AZ	85253	01 May 08		
23	Cwick	Nicholas		12860 Star Ridge Ct	Scottsdale	AZ	85254	20 Jun 07	20 Jun 07	20 Jun 07

If you click the Print button the Label Options Dialog is displayed...

Label Options

Printer Information

Dot matrix  
 Laser and ink jet

Label products: Avery Standard

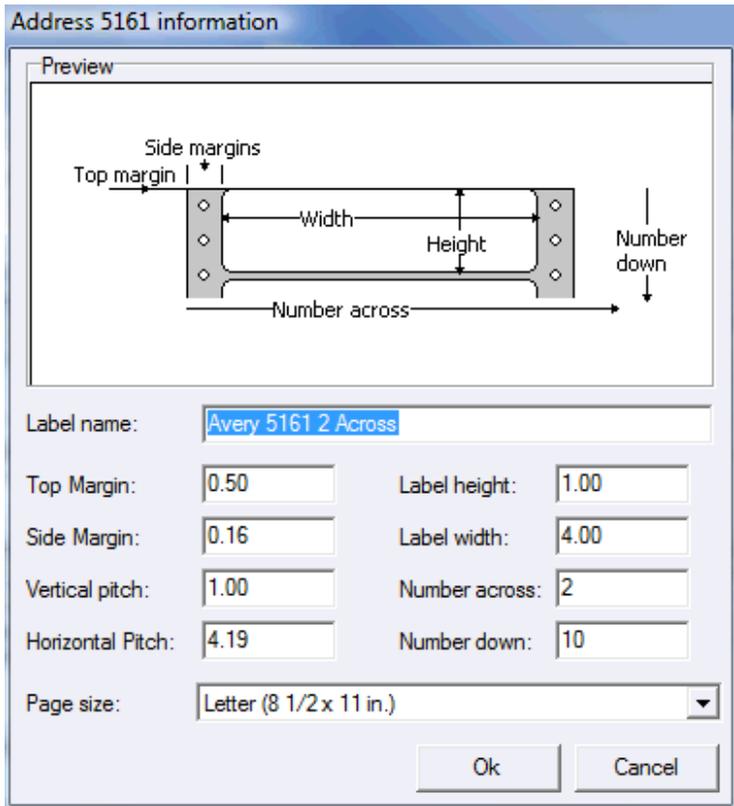
Product number:

- Avery 5161 2 Across
- Avery 5160 3 Across

Label information

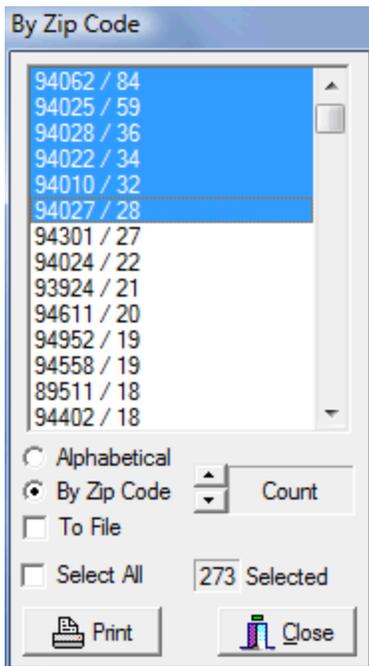
Type: Avery 5161 2 Across  
 Height: 1.00"  
 Width: 4.00"  
 Page size: Letter (8 1/2 x 11 in.)

ShowPro supports Avery® 5161 2 Across and 5160 3 Across labels out of the box but if you click the New Label button you can configure any label you want...



If you have Microsoft Word it has a similar label configuration function to what is displayed at the left. You can use Word for reference to get the parameters for virtually any label.

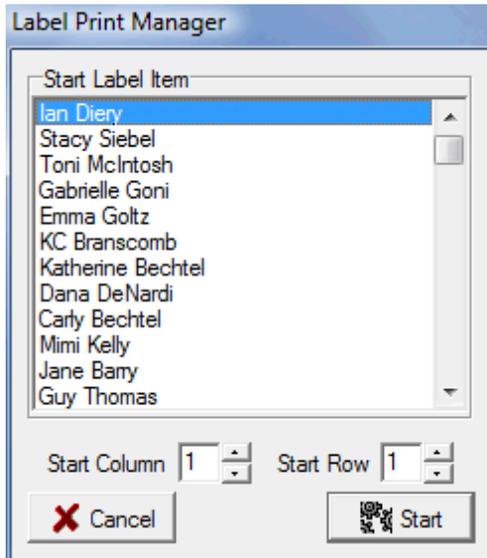
When you click the **Ok** button on the Label Options Dialog the following dialog will be displayed...



This sorts your labels by zip code or alphabetically and shows you how many you have in each category. You can control how labels are printed by selecting the categories that you want to print.

The To File check box (available in the Profesional Edition) allows you to export mailing labels to a .CSV file (comma separated values) file. This file can be opened in Excel and other programs used by mailing houses.

When you click the Print button the **Label Print Manager** is displayed...



This dialog lets you control where the labels start printing on the page which allows you to avoid wasting any labels.

You can also control where the labels start printing which is useful if to avoid printing the beginning of a job that you may already have printed but was in some way interrupted, by a printer jam for example.

If you selected dot matrix labels, the **Start Column** and **Start Row** will not be displayed.

When you click **Start**, your labels will be printed.

#### See Also

[Miscellaneous Tools](#) <sup>[272]</sup>

[1099 Processing](#) <sup>[272]</sup>

[Change Horse On Entry](#) <sup>[274]</sup>

[Trainer Incentive Programs](#) <sup>[280]</sup>

[Show Templates](#) <sup>[284]</sup>

[AQHA Novice Skill Sets](#) <sup>[286]</sup>

[Payments Summary](#) <sup>[288]</sup>

[Payment Details](#) <sup>[290]</sup>

[Other Balances](#) <sup>[291]</sup>

[E-Mail](#) <sup>[292]</sup>

[Checking Accounts](#) <sup>[294]</sup>

[Check Configurations](#) <sup>[295]</sup>

[General Checks](#) <sup>[297]</sup>

[Batched General Checks](#) <sup>[299]</sup>

[Credit Card Processing](#) <sup>[300]</sup>

[Chart of Accounts](#) <sup>[305]</sup>

## 13.4 Trainer Incentive Programs



### Trainer Incentive Programs

Trainer Incentives are based on Circuit Points which are a Hunter Jumper feature and thus they are only supported for Hunter Jumper show series. Trainer Incentives allow you to track the Hunter, Jumper, and Equitation points on a per trainer basis for the purpose of awarding some kind of prize as an incentive for trainers to participate in a show series. One horse show management company has offered trips to Hawaii as the prize, others have offered motor scooters or cash.

It's worth mentioning that you can use a simple trainer [high point](#) <sup>131</sup> for this purpose which is probably simpler but would have none of the playing field leveling features, although some will not want those features anyway.

To set up a trainer incentive you must first have a circuit, trainer incentives are based on circuits. You may be able to use the same circuit that you are using for circuit points, or if needed you can create a dedicated circuit for your incentive program. Once you have created your circuit select **Trainer Incentive Programs** from the **Data** menu, the following dialog will be displayed...

Place	Points
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	

To create a new Trainer Incentive click **New** and when prompted enter in a name for the program.

**Trainer Incentive Programs**

Trainer Incentive: Woodside Trainer Incentive [New] [Delete]

Circuit: Woodside Trainer Incentive

Shows:

- Woodside Spring Preview
- Woodside Spring Classic
- Woodside Circuit Opener
- Bay Area Summer Festival
- Golden Gate Classic
- Woodside Labor Day Classic
- Woodside Fall Finale

Multiplier: 1

Top Number to Get Points: 1

Hunter  Jumper  Equitation

Place	Points
1	10.0
2	6.0
3	4.0
4	2.0
5	1.0
6	0.5
7	0.0
8	0.0
9	0.0
10	0.0
11	0.0
12	0.0

[Close]

After you create the program the **Circuits** drop down will be populated with whatever circuits you have created, you should select the correct circuit if it is not selected by default.

In this case the name chosen for the Trainer Incentive happens to match the name of the circuit.

You have the option to award points differently (typically you would award more points) for Special/Classic classes. Classes with the word Special or Classic in their name will use the points in the table to the left. If you don't want to set points differently set them the same as in [Championship Points](#)<sup>126</sup>.

You can set a multiplier on a per show basis, this allows you to award double points for the finale in the series for example.

The Trainer Incentive can work in two different ways and there are two

sets of reports that correspond to the different options. Option 2 is a little more sophisticated and is probably preferred but depending on your particular needs you may prefer Option 1.

The **Top Number to Get Points** only applies to Option 1. With Option 1 the top n point earners are included in the totals. The idea is that you limit the number of entries that are included to level the playing field. You can use the Hunter, Jumper, and Equitation check boxes to limit the contest to certain divisions.

With Option 2 only the single top Hunter, single top Jumper, and single top Equitation points are counted. The Top Number to Get Points is ignored and you should probably have all the division check boxes checked.

Woodside Fall Finale  
The Horse Park at Woodside  
September 25 - 28, 2008

**Trainer Incentive Detail**

2008 Dec 25 05:35 PM

**Jan Pearce**

Woodside Spring Preview (60.5)

Horse or Rider	Hunter	Jumper	Equitation	Total
Airheart	0	<b>31</b>	0	31
Mindy	0	21	0	21
Cooper	<b>19</b>	0	0	19
Black Ice	16	0	0	16
Lazzini	0	15.5	0	15.5
Fun 'N Glory	12.5	0	0	12.5
Ashley Zangrillo	0	0	<b>10.5</b>	10.5
Penny Lane	0	8	0	8
Karin Hillbrand	0	0	4	4
Aloof B	4	0	0	4
Morgan Garnett	0	0	3	3
Kioto	0	3	0	3
Black Ty	2	0	0	2
Dana Z	0	2	0	2
Campitello	0.5	0	0	0.5

Woodside Spring Classic (64)

Horse or Rider	Hunter	Jumper	Equitation	Total
Le Dutch	<b>27</b>	0	0	27

One of three Option 2 reports. Notice the highest Hunter, Jumper, and Equitation points are bolded.

#### See Also

[Miscellaneous Tools](#) <sup>[272]</sup>

[1099 Processing](#) <sup>[272]</sup>

[Change Horse On Entry](#) <sup>[274]</sup>

[Mailing List Management](#) <sup>[275]</sup>

[Show Templates](#) <sup>[284]</sup>

[AQHA Novice Skill Sets](#) <sup>[286]</sup>

[Payments Summary](#) <sup>[286]</sup>

[Payment Details](#) <sup>[290]</sup>

[Other Balances](#) <sup>[291]</sup>

[E-Mail](#) <sup>[292]</sup>

[Checking Accounts](#) <sup>[294]</sup>

[Check Configurations](#) <sup>[295]</sup>

[General Checks](#) <sup>[297]</sup>

[Batched General Checks](#) <sup>[299]</sup>

[Credit Card Processing](#) <sup>[300]</sup>

[Chart of Accounts](#) <sup>[305]</sup>

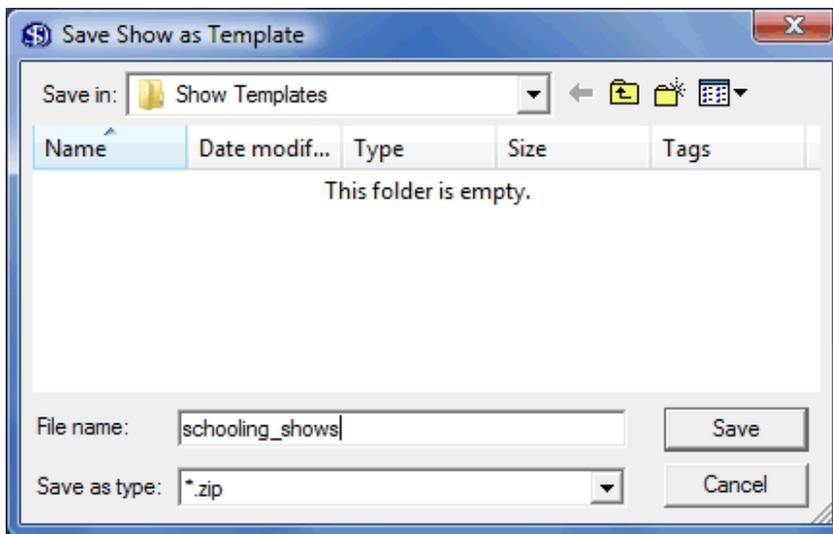
## 13.5 Show Templates



### Show Templates

If you do series of shows that are similar or identical to each other you can save quite a bit of work by using **Show Templates**. Any show can be saved as a template. A new show can then be created from that template. When a show is created from a template, all the configuration of the show is generated automatically; you start out immediately working with your entries.

To create a show template, open the show that you want to duplicate and select **Save Show as Template** from the Tools menu. A standard file save dialog will be displayed...

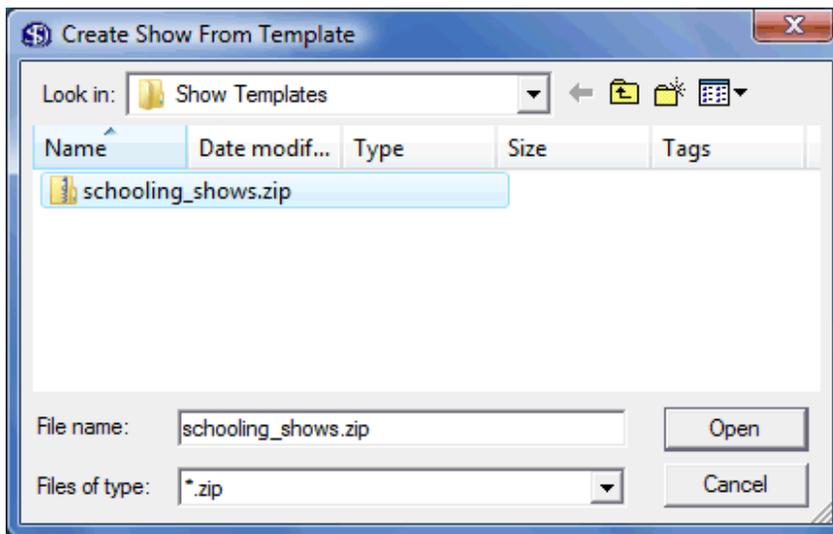


Just type in a name for your template that you will recognize later and then click **Save**.

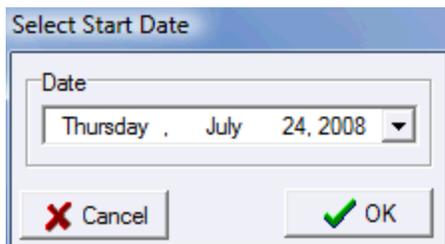
That's all there is to it!

If your show has combined sections or classes you'll be asked if you want them to remain combined in the template.

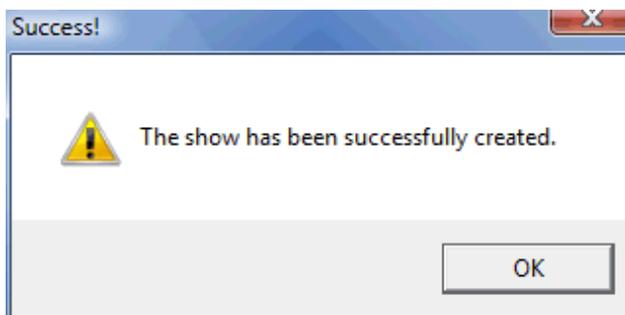
To create a show from a template, select **Create Show From Template** from the **Tools** menu. A standard file open dialog will be displayed...



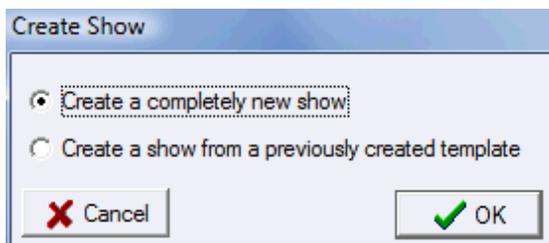
Select the template for the show you want to create and then click **Open**.



You will be asked to select the date of the first day of the show you want to create. This date will be used to determine the start and end dates of your created show and also the dates in the show schedule if your template contains one.



Your show has been successfully created. You may now select the show from the **Select Show** item on the **Data** menu.



If you have previously created template(s) you can use them when you [create new shows](#) <sup>[65]</sup> on the Start Screen.

**Note:** Show Templates are available in the Standard Edition and above only.



There is also a Clone button on the Start Screen that allows you to quickly make a duplicate of any show that you have in your list of existing shows.

This is the quickest way to duplicate a show, you'll still need templates however if you clone a database to get your shows duplicated into the new database because your new database will not initially have any shows in it's list.

#### See Also

[Miscellaneous Tools](#) <sup>[272]</sup>

[1099 Processing](#) <sup>[272]</sup>

[Change Horse On Entry](#) <sup>[274]</sup>

[Mailing List Management](#) <sup>[275]</sup>

[Trainer Incentive Programs](#) <sup>[280]</sup>

[AQHA Novice Skill Sets](#) <sup>[286]</sup>

[Payments Summary](#) <sup>[288]</sup>

[Payment Details](#) <sup>[290]</sup>

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[Checking Accounts](#) <sup>[294]</sup>

[Check Configurations](#) <sup>[295]</sup>

[General Checks](#) <sup>[297]</sup>

[Batched General Checks](#) <sup>[299]</sup>

[Credit Card Processing](#) <sup>[300]</sup>

[Chart of Accounts](#) <sup>[305]</sup>

## 13.6 AQHA Novice Skill Sets



### AQHA Novice Skill Sets

ShowPro will manage your AQHA Novice Skill Sets in that you can specify which skills the Novice has attained and when classes are entered ShowPro will check for Novice eligibility issues and let you know if there are any.

There are a couple parts that make this work, one is the mappings of the class templates to the skill sets, this is done in Data > AQHA Novice Skill Sets...

Novice Skill Set Class Templates

Member Type  
 Novice Youth

Skill Sets  
 A - Halter / Performance Halter  
 B - Reining  
 C - Working Cow Horse  
 D - Trail  
 E - Western Riding  
 H - Barrel Racing  
 I - Pole Bending  
 J - Stake Race  
 L - Working Hunter  
 M - Hunter Hack  
 N - Equitation Over Fences  
 O - Western Pleasure  
 P - Western Horsemanship  
 Q - Hunter Under Saddle  
 R - Hunt Seat Equitation  
 S - Tie-down Roping  
 T - Breakaway Roping  
 U - Heading  
 V - Heeling  
 W - Cutting  
 X - Showmanship

Class Templates

- Grand Champion Stallions - Amateur
- Grand Champion Mares Amateur - Level 1
- Mares Two And Under Amateur - Level 1
- Geldings Two And Under Amateur - Level 1
- Reserve Champion Mares - Amateur
- Reserve Champion Geldings - Amateur
- Mares Two And Under Amateur - Level 2
- Geldings Two And Under Amateur - Level 2
- Reserve Champion Mares Amateur - Level 1
- Reserve Champion Geldings Amateur - Level 1
- Geldings Two And Under Amateur - Level 3
- Yearling Stallions Amateur - Level 3
- Mares Three And Over Amateur - Level 1
- Mares Three And Over Amateur - Level 2
- Geldings Three And Over Amateur - Level 2
- Mares Three And Over Amateur - Level 3
- Geldings Three And Over Amateur - Level 3
- Two-Year-Old Stallions Amateur - Level 3
- Three-Year-Old Stallions - Amateur
- Three-Year-Old Stallions Amateur - Level 2
- Weanling Mares Amateur - Level 2
- Weanling Geldings Amateur - Level 2
- Weanling Mares Amateur - Level 3
- Weanling Geldings Amateur - Level 3
- Yearling Mares - Amateur
- Aged Stallions Amateur - Level 2
- Aged Stallions Amateur - Level 3
- Yearling Geldings Amateur - Level 2
- Stallions Two And Under - Amateur
- Yearling Mares Amateur - Level 2

Halter Division ? Help Close

Member Type  
 Novice Amateur ...

Then if you click the little ellipsis button that appears next to any Novice member type (Youth or Amateur), a box appears that lets you specify the skill set for the rider....

**Novice Amateur Skill Sets**

- A - Halter / Performance Halter
- B - Reining
- C - Working Cow Horse
- D - Trail
- E - Western Riding
- H - Barrel Racing
- I - Pole Bending
- J - Stake Race
- K - Jumping
- L - Working Hunter
- M - Hunter Hack
- N - Equitation Over Fences
- O - Western Pleasure
- P - Western Horsemanship
- Q - Hunter Under Saddle
- R - Hunt Seat Equitation
- S - Tie-down Roping
- T - Breakaway Roping
- U - Heading
- V - Heeling
- W - Cutting
- X - Showmanship
- Y - Pleasure Driving
- Z - Versatility Ranch Horse

Reverse Selections
  Close

This allows you to check off the appropriate skill sets, once you have this in place you will get warnings if inappropriate classes are entered.

#### See Also

<a href="#">Miscellaneous Tools</a>	272
<a href="#">1099 Processing</a>	272
<a href="#">Change Horse On Entry</a>	274
<a href="#">Mailing List Management</a>	275
<a href="#">Trainer Incentive Programs</a>	280
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<a href="#">Chart of Accounts</a>	305

## 13.7 Payments Summary



### Payments Summary

The Payments Summary tool is used to track payments collected by staff and to produce deposit slips. It is a useful general tool for looking at payments. Select Payments Summary from the Tools menu and the following dialog box is displayed...

**Payments Summary**

Deposited     Cash  
 Undeposited     Checks  
 All     Credit Cards    By     Start Date: 1/18/2017    End Date: 1/21/2017    Refresh  
 Our Checks     Transfers     Other

Dep.	Type	Number	Date	Description	By	Amount
<input checked="" type="checkbox"/>	Cash		01/21/17	Payment	SA	159.00
<input checked="" type="checkbox"/>	Cash		01/21/17	cash payment	SA	100.00
<input checked="" type="checkbox"/>	Cash		01/21/17	cash payment	SA	390.00
<input checked="" type="checkbox"/>	Cash		01/21/17	Payment	JA	176.33
<input checked="" type="checkbox"/>	Cash		01/21/17	Payment	JA	368.00
<input checked="" type="checkbox"/>	Cash		01/21/17	cash payment	SA	600.00
<input checked="" type="checkbox"/>	Cash		01/19/17	Payment	JA	299.00
<input checked="" type="checkbox"/>	Check	98	01/21/17	Payment	JA	233.70
<input checked="" type="checkbox"/>	Check	101	01/21/17	Payment	JA	602.33
<input checked="" type="checkbox"/>	Check	121	01/20/17	Glen Lake Farm	SA	614.00
<input checked="" type="checkbox"/>	Check	135	01/20/17	Payment	JA	877.50
<input checked="" type="checkbox"/>	Check	141	01/21/17	Payment	JA	357.18

Details: 1    All    156 Items    Total Cash: 2,092.33  
 Sort By:  Number     Amount     Within Type     Within Date    Total Checks: 106,498.12  
 Total Payments: \$108,590.45

World Eq Classic II USEF "A" WEC #6    Help    Export    Print    Close

The controls at the top are used to filter the payments. You can filter based on deposit status, the type of payment, who collected the payment by entering their initials, and/or a date range. When you change the filter settings you need to click the Refresh button. The background of the Refresh button will change to a green color to indicate that a refresh is required.

You set the deposit status with the check box in the first column of the table.

The Details button will display the [Payment Details](#) tool and show how a payment was split to cover multiple bills. The number on the button indicates how many splits are involved.

The **Our Checks** check box allows you to switch to a mode where you are viewing checks that have been written from the software rather than checks received by the software.



The **Export** button can be used to export a deposit slip. This can be used by a single member of the office staff to create a report that documents the checks and cash that they collected, or to create an overall deposit slip for an entire day or some other desired period of time.

**Note:** The Payments Summary tool is available in the Professional edition only.

#### See Also

[Miscellaneous Tools](#) <sup>[272]</sup>

[1099 Processing](#) <sup>[272]</sup>

[Change Horse On Entry](#) <sup>[274]</sup>

[Mailing List Management](#) <sup>[275]</sup>

[Trainer Incentive Programs](#) <sup>[280]</sup>

[Show Templates](#) <sup>[284]</sup>

[AQHA Novice Skill Sets](#) <sup>[286]</sup>

[Payment Details](#) <sup>[290]</sup>

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[Check Configurations](#) <sup>[295]</sup>

[General Checks](#) <sup>[297]</sup>

[Batched General Checks](#) <sup>[299]</sup>

[Credit Card Processing](#) <sup>[300]</sup>

[Chart of Accounts](#) <sup>[305]</sup>

## 13.8 Payment Details



### Payment Details

When one payment is used to pay multiple bills, either from the Trainer's Account or using the check out feature, it sometimes becomes necessary to research how the check was allocated. To do so, just select **Payment Details** from the **Tools** menu and the following dialog is displayed...

Payment Details

Number  ? Look Up

Total Amount of Payment

? Help Print Close

Just type in the check number that you need to research and press Enter or click the Look Up button and the check allocation will be displayed....

Payment Details

Number  ? [L] Look Up Total Amount of Payment \$2,297.20 [?] Help [P] Print [X] Close

Type	Number	Amount	Description	By	Date	Show	Entry	Owner
▶ Check	226	847.40	Payment		06/25/06	Summer Classic II	350	Gannon Jefferies
Check	226	752.40	Payment		06/25/06	Summer Classic II	349	Kris Galsterer
Check	226	697.40	Payment		06/25/06	Summer Classic II	351	Gannon Jefferies

Click the **Print** button to print a report that contains the same information.

**Note:** The Deposits tool is available in the Professional version only.

#### See Also

[Miscellaneous Tools](#) [272]

[1099 Processing](#) [272]

[Change Horse On Entry](#) [274]

[Mailing List Management](#) [275]

[Trainer Incentive Programs](#) [280]

[Show Templates](#) [284]

[AQHA Novice Skill Sets](#) [286]

[Payments Summary](#) [288]

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[Checking Accounts](#) [294]

[Check Configurations](#) [295]

[General Checks](#) [297]

[Batched General Checks](#) [299]

[Credit Card Processing](#) [300]

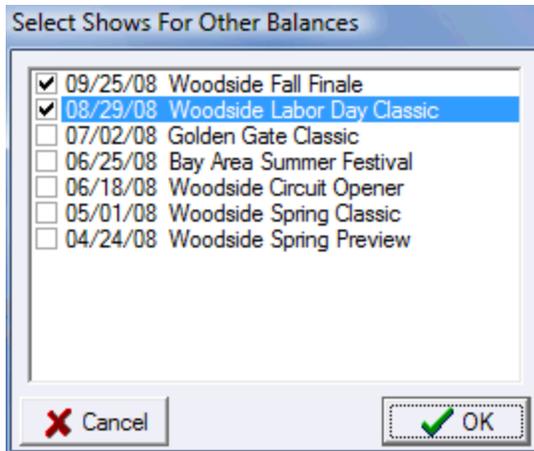
[Chart of Accounts](#) [305]

## 13.9 Other Balances



## Other Balances

It's nice when exhibitors check out like they're supposed to but what if they don't? Maybe you're doing two back to back one day shows and you really only want people to have to check out once. That's where **Other Balances** comes in. You can select a set of shows and ShowPro will examine each of those shows when exhibitors check out and combine any charges into one statement. This allows you to catch charges that otherwise might be missed or run that back to back show.



Just select **Other Balances** from the **Tools** menu and check off the shows that you want included.

If an exhibitor has a balance from more than one of the selected shows the statement will have a section for each show and there will be a total figure for the combined statements.

See Also	
<a href="#">Miscellaneous Tools</a>	272
<a href="#">1099 Processing</a>	272
<a href="#">Change Horse On Entry</a>	274
<a href="#">Mailing List Management</a>	275
<a href="#">Trainer Incentive Programs</a>	280
<a href="#">Show Templates</a>	284
<a href="#">AQHA Novice Skill Sets</a>	286
<a href="#">Payments Summary</a>	288
<a href="#">Payment Details</a>	290
<a href="#">E-Mail</a>	292
<a href="#">Checking Accounts</a>	294
<a href="#">Check Configurations</a>	295
<a href="#">General Checks</a>	297
<a href="#">Batched General Checks</a>	299
<a href="#">Credit Card Processing</a>	300
<a href="#">Chart of Accounts</a>	305

### 13.10 E-Mail



#### E-Mail

ShowPro has an E-Mail tool that allows you to send electronic results and backups with ease if you are connected to the internet. When you select E-Mail from the Tools menu the following dialog box is displayed...

The screenshot shows the 'E-Mail' dialog box. It has a title bar 'E-Mail'. The 'From Email Address' field contains 'Your email address here'. The 'Subject' field is empty. The 'Sender Full Name' field contains 'Your full name here'. The 'Message' field is empty. The 'Recipients' list contains three entries: 'results@chronofhorse.com', 'results@usef.org', and 'Sport Data, Inc.', each with an unchecked checkbox. The 'Attachments' section has radio buttons for 'None', 'Backup', 'USEF Results', 'OrgPro Results', 'Generic Results', and 'Chronicle'. The 'Send' and 'Close' buttons are at the bottom right. The 'New' and 'Delete' buttons are at the bottom center.

Your e-mail address **MUST** be entered in the **From Email Address** box, this only needs to be entered one time, ShowPro will remember it for you. Your full name **MUST** be entered in the **Sender Full Name box**, ShowPro will remember this also.

ShowPro comes with three **recipients** already configured, results@chronofhorse.com, results@usef.org and Sport Data, Inc. The Sport Data, Inc recipient is to allow you to easily send a backup to us for support purposes. The results@usef.org recipient is for submitting results to USEF. You can add other recipients by clicking the **New** button and entering the e-mail address.

The attachment options are **None, Backup, USEF Electronic Results, OrgPro Results, Generic Results or Chronicle**. if you select a backup or results option ShowPro will automatically create the proper file and attach it to your e-mail.

You can type any appropriate message in the message box.

To send your e-mail click the Send button. An hour glass will appear while your message is being sent. Depending on the speed of your internet connection and the size of any attachment this may be for several seconds or minutes.

#### See Also

[Miscellaneous Tools](#) <sup>272</sup>

[1099 Processing](#) <sup>272</sup>

[Change Horse On Entry](#) <sup>274</sup>

[Mailing List Management](#) <sup>275</sup>

[Trainer Incentive Programs](#) <sup>280</sup>

[Show Templates](#) <sup>284</sup>

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## 13.11 Checking Accounts



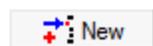
### Checking Accounts

The professional show secretary may have the need to issue checks for several different venues. This more than likely will involve separate checking accounts and possibly different check configurations. ShowPro provides the ability for you to have multiple checking accounts and check configurations so this is not a problem.

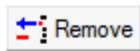
The **My Checking Account** account is all set up and ready to use. It has the default check configurations selected that ShowPro supports based on the NEBS LT1111C check stock which is a very common check used by many softwares.

You should edit the name of your account to match your actual checking account, this is particularly important if you're using QuickBooks. To edit the name click on the **Checking Account** label as shown to the left.

When you click on the label a box will appear to allow you to edit the name. If you're using QuickBooks and plan to export the checks you write to QuickBooks it is important that you enter the name of your bank *exactly* as it appears in QuickBooks.



You should rename the My Checking Account for your first account but if you need to create a second account click the **New** button.



To remove an account click the Remove button. You will not be able to remove an account if any checks have been issued against it.



You can add a signature bitmap image that will be printed on your checks so that you don't have to sign them, browse to the BMP file and open it to identify it to ShowPro.

#### See Also

[Miscellaneous Tools](#) <sup>272</sup>

[1099 Processing](#) <sup>272</sup>

[Change Horse On Entry](#) <sup>274</sup>

[Mailing List Management](#) <sup>275</sup>

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[Batched General Checks](#) <sup>299</sup>

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## 13.12 Check Configurations



### Check Configurations

ShowPro provides the ability to print checks on any check stock. It comes configured with support for NEBS LT111C which is a common format used by many softwares. There are three configurations for any given check stock - Individual Prize Checks, Combined Prize Checks, and General Checks. ShowPro comes with a configuration for each of these for the NEBS LT111C check stock.

**Note:** If you use a different check you may find that it will work just fine with the built-in configurations, try it!

Check Configurations

Check Configuration  
 NEBS LT111C-1 - Prize Money [New] [Remove]

Use This Definition For  
 Prize Money  Combined  General

Units  
 Inches

Field Type	Align	X	Y
Amount Written Out	Left	1.5000	1.9000
Payee With Address	Left	1.0000	2.2000
Date	Center	5.2000	1.2000
Check Amount	Center	7.2500	1.5500
Class Name/Place	Left	0.8000	3.0000
Show Name	Left	0.3750	4.0000

[New] [Remove] [Help] [Close]

Before creating new configurations you should have a complete understanding of the configurations you already have and why you have them. It is recommended that you create new configurations rather than altering the configurations that ShowPro came configured with. That way, you'll have the original ones for reference.

If you only need to make a small change to make the original configurations work that's a little different and it makes sense to go ahead and change the original configuration.

To create a set of configurations for a check stock...

1. Create a New configuration
2. Set the Use This Definition For. You'll be creating a configuration for each one of the three types.
3. Set the Units to Inches or Centimeters.
4. Create a new field for each of the items you want printed on your check:
  1. Set the field type
  2. Set the field alignment
  3. Set the X and Y coordinates of where you want the field located on the paper bearing in mind that "X" is from the left edge of the paper and "Y" is from the top edge of the paper. You must measure with a ruler on a check to get these numbers. For "Y" you'll always be measuring to the bottom of the field (text). For "X" it will depend on the alignment you selected, Left Center, or Right.

As you are working on your configurations test them by printing a check on plain paper. You can then hold it up to a bright light against a real check. There is no reason to waste real checks.

**Note:** If you decide that it would be easier to order checks in the NEBS LT111C format and use the built-in configurations contact Jeff Devall at NEBS (800) 233-6327 Ext. 4705.

#### See Also

[Miscellaneous Tools](#) <sup>[272]</sup>

[1099 Processing](#) <sup>[272]</sup>

[Change Horse On Entry](#) <sup>[274]</sup>

[Mailing List Management](#) <sup>[275]</sup>

[Trainer Incentive Programs](#) <sup>[280]</sup>

[Show Templates](#) <sup>[284]</sup>

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## 13.13 General Checks



### General Checks

ShowPro has the ability to print general purpose checks. These can be checks to your staff, the USEF, or any other payee whatsoever. To print general checks select Print General Checks from the Tools menu and the following dialog box is displayed...

**Print Check**

Checking Account Test	Check No. 100	QuickBooks® Class	Clear All
Payee	Tax Number	Account Not Assigned	
Home Phone ( ) -	Cell Phone ( ) -	Fax ( ) -	E Mail
Address Line 1	Date 12/26/2008	Memo	
Address Line 2		Search	
Address Line 3	Amount	History	
Address Line 4		<ul style="list-style-type: none"> <li>A.T. Brede</li> <li>Adam Hertzberg</li> <li>Alberto Feureira Rojas</li> <li>Alexander Castillo Reyes</li> <li>Alice Coke-Corkem</li> <li>Andre Jackson</li> <li>Andrew Fox</li> </ul>	
Batch Check	View Batched: 0	Manage Payees	Help          Print          Close

To print a general check simply fill in the information, make sure you have checks loaded in the printer, and click **Print**.

ShowPro maintains a history of the general checks that you have printed. Clicking on an item in the history list will fill the check fields with the information from that check.

As you type in the **Payee** field the closest match in the History will be selected. If the payee you want becomes selected press **Enter** and the and the check fields will be filled with the information from that check.

The **QuickBooks® Class** and the **Account** field allow you to do cost accounting if you export your checks to the QuickBooks® accounting software.



The **Batch Check** button allows you save a check to be printed later, perhaps with others, in a batch.



The **View Batched** button launches the [Batched General Checks](#) <sup>[299]</sup> dialog. The number on the button indicates the number of checks that are batched.



The Manage Payees button launches the Payee Manager which allows you to manage/maintain your payees and consolidate any duplicates...

**Manage Payees**

Payee: Janet Stratton George

Tax Number: SS# --

Address Line 1: 5231 Griffin Rd.

Address Line 2: Vacaville CA 95688

Address Line 3:

Address Line 4:

Home Phone: ( ) -

Cell Phone: ( ) -

Fax: ( ) -

E Mail:

Search: Janet Stratton George

Merge:

To:

Do Merge

Payees:

- Jack Adams
- James Girolamo
- Jamie Alder
- Janet Stratton George
- Janet Stratton-George
- Jason George
- Jesse James Yumang
- Jesus A Saavedra
- Jody Tumer

Help Close

The information to the left will be very important if you need to issue the payee a 1099.

To the left you can see that there is a duplicate payee that needs to be merged. One of them, the one with the most information should be pushed over into the **To** spot, the other should be pushed over into the **From** spot, then the **Do Merge** button will merge the one into the other resulting in one payee.

### See Also

[Miscellaneous Tools](#) <sup>[272]</sup>

[1099 Processing](#) <sup>[272]</sup>

[Change Horse On Entry](#) <sup>[274]</sup>

[Mailing List Management](#) <sup>[275]</sup>

[Trainer Incentive Programs](#) <sup>[280]</sup>

[Show Templates](#) <sup>[284]</sup>

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## 13.14 Batched General Checks



### Batched General Checks

ShowPro allows you to save general checks to be printed later, it's usually more convenient to handle miscellaneous or staff checks that way. If you select **Batched General Checks** from the **Tools** menu the following dialog is displayed...

**Batched General Checks**

Print	Date	Payee	Account	Amount
<input type="checkbox"/>	12/26/2008	Jamie Alder	Officials/ Contractors	2500.00
<input type="checkbox"/>	12/26/2008	Pastorino Hay & Ranch Supply Inc	Feed/Shavings	5000.00

Select All      Memo:       Class:

To print the checks select them individually or by clicking **Select All** and click the **Print** button.

**See Also**

<a href="#">Miscellaneous Tools</a>	[272]
<a href="#">1099 Processing</a>	[272]
<a href="#">Change Horse On Entry</a>	[274]
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## 13.15 Credit Card Processing



### Credit Card Processing

ShowPro has integrated credit card processing capabilities that make it very easy to accept credit cards at your shows. There is an integrated credit card terminal and support for wedge type card readers.

Credit Card Terminal

Selected Configuration Show Office

First Name DAVID Last Name BRIDGES

Address

City State/Pr

Postal Code

Phone

E-mail

Description CVF Horse Show

Amount 250.00

Card type Visa

Card number 4444333322221111

Expiration date (mm/yy) 8 / 13

CSC

Authorize

APPROVED

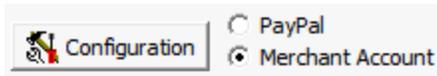
Configuration PayPal Merchant Account Help Close

A transaction has been approved.

When you process a payment through the terminal payments are applied in the same manner as if you took a check. Every place in ShowPro where you can apply a payment the credit card terminal is available, this includes the trainer account, the entry account, check out, and master payments.

There is also the capability to accept credit card payments through Horseshowing.com, the payments that are made there go directly into your merchant or PayPal account.

Currently we support a USAePay merchant account or a PayPal Pro level account. We have the ability to support a range of other merchant account providers relatively easily, contact us if the current supported options do not meet your needs.

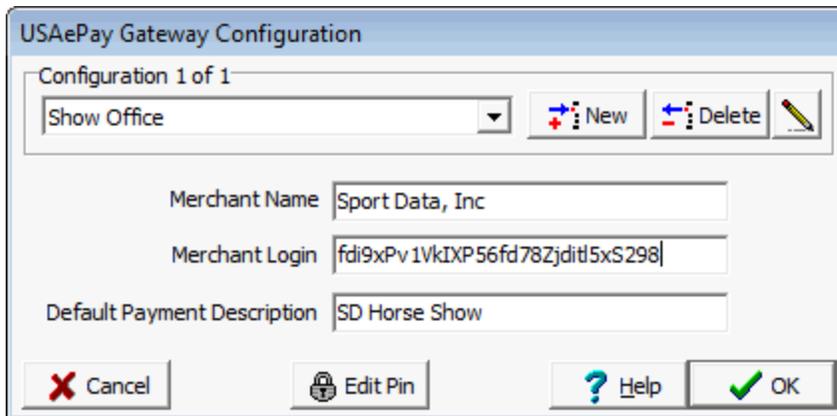


Notice at the bottom of the terminal there is a **Configuration** button and **PayPal** and **Merchant Account** options.



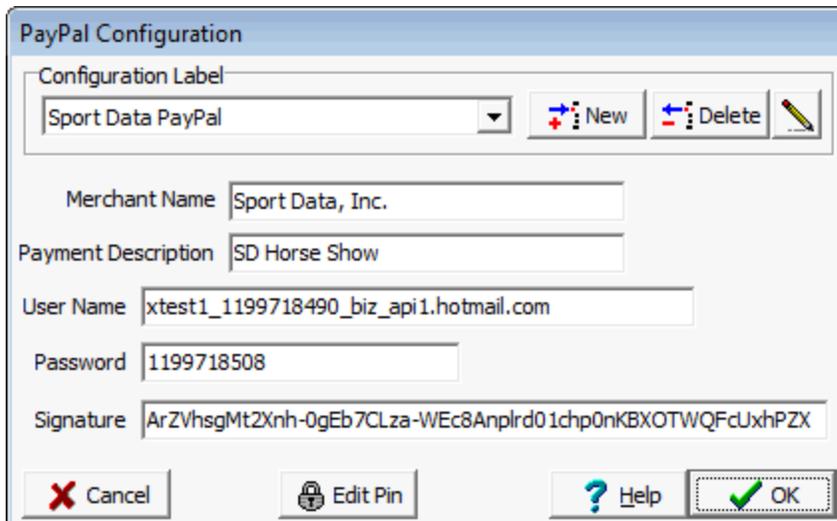
The configuration is protected by a 4 digit PIN, the default pin, if you haven't changed it is 0000 (4 zeros).

There is a separate but similar configuration for each option, here is the Mercat Account setup...



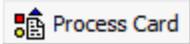
You can have multiple configurations, merchant accounts allow you to have several configurations for the same account with different operations allowed, you might for example have one for use in the show office and use a different configuration for use on Horseshowing.com. You can set a configuration in your merchant account control panel so that it onlt allows sale transactions.

The PayPal configuration is similar...



Through out the software, anywhere that payments come into play there is the option to use the credit card processing terminal. Below is the Entry Screen....

Type	Number	Date	Description	By	Amount
Check	649	12/16/12	Payment	DB	188.00
Visa	100009	01/16/13	Payment - X2524	DB	250.00

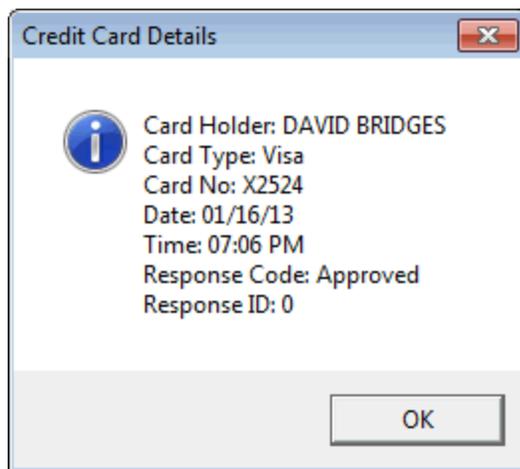
 New
  Delete
  Process Card
 

Total Payments \$438.00

The Process Card button will bring up the credit card terminal and when you have processed a payment it will be logged into the payments table as you see above. Notice the type is Visa, there is a system assigned transaction number, and the last 4 digits of the card used are in the description.



If you have a credit card payment selected you can click the button to the left to bring up more information about the transaction....



This was a test transaction, normally the response code wouldn't be zero.

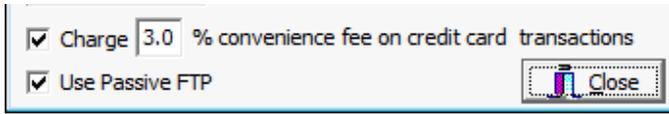
The above shown functionality is also available in the trainer account, and you can do a trainer checkout involving multiple trainer clients with the credit card terminal in the same manner as you would with a check.

Same in the Check Out tool, you can use the credit card terminal in the same manner as a check and the payments can be posted across multiple accounts.

### Convenience Fees

ShowPro supports, as an option, the ability to charge convenience fees. If the feature is turned on, and a percentage set, in File > Preferences. The percentage chosen, i.e. 3%, will be added to all credit card transactions. In the case of one payment paying multiple accounts the convenience fee will be split

across the accounts proportionately according to the percentage of the total transaction for each account.



The amount of any convenience fees charged will be listed on the clients statement and the total amount of all convenience fees chaged will be listed on

the Financial Summary report. The entire subject of convenience fees, or surcharge fees, is in a state of change currently. Some horse shows have been charging them, there were recent changes to the credit card companies policies on them, the merchant account providers will likely be making changes as a result. There are likely to be changes down the road that will affect ShowPro.

In This Section	See Also
<a href="#">Merchant Account Setup</a> <sup>[303]</sup>	<a href="#">Miscellaneous Tools</a> <sup>[272]</sup>
<a href="#">PayPal Account Setup</a> <sup>[304]</sup>	<a href="#">1099 Processing</a> <sup>[272]</sup>
	<a href="#">Change Horse On Entry</a> <sup>[274]</sup>
	<a href="#">Mailing List Management</a> <sup>[275]</sup>
	<a href="#">Trainer Incentive Programs</a> <sup>[280]</sup>
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### 13.15.1 Merchant Account Setup



#### Merchant Account Setup

Currently for merchant accounts we support a USAePay account because this is the provider we use and it works well and is reasonable. We have the ability to support a range of other providers relatively easily so let us know what your needs are. We can also put you in touch with our merchant account provider if you are interested.

You can have multiple configurations because your account provider allows you to have multiple Merchant Logins to the same account with different transactions allowed on them. For example for an online account, through Horseshowing.com for example, you should probably have a login with only the Sale transaction enabled, there is no possibility to do anything else online anyway.

The **Merchant Name** is displayed on receipts and on Horseshowing.com and should probably be the name of your company, it should definitely be recognizable to you customers. The **Default Payment Description** is what will show up on your customers credit card statement, this should generally be kept short but it should still be recognizable. If you make it too long the credit card company is likely to shorten in ways that may make it unclear what it is and you don't want your customer in doubt about what the charges are.

The **Merchant Login** is what identifies your account and the login that you have configure in your account, as mention previously you may have several of these configured differently for different purposes.

You need to enter a pin number to access the credit card setup parameters, all credit card functions that require a pin share the same pin. Initially the pin is set to 0000 (4 zeros), you can use the **Edit Pin** button that is available in several places to change this pin and you should definitely do this.

#### See Also

[Credit Card Processing](#) <sup>300</sup>

[PayPal Account Setup](#) <sup>304</sup>

## 13.15.2 PayPal Account Setup



### PayPal Account Setup

For PayPal Processing you must have a PayPal Pro account, this involves percentage fees just like a merchant account and monthly fees that are higher than a USAePay gateway account.

You can have multiple PayPal configurations. Multiple API signatures can be associated with your API username and password.

The **User Name** is required to post messages to the PayPal . This should not be the same username as your PayPal account login, but rather the name of the API service you've created in your account. If you allow PayPal to auto-generate the name, it is usually the first part of your email address plus "\_api1." plus the last part of your email address. For instance, a PayPal Id of test@teststore.com would generate a user name test\_api1.teststore.com.

The **Password** is required to post messages to the PayPal . Do not confuse this property with your PayPal password. This password must match the API you create from inside your PayPal account.

The **Signature** is a PayPal-generated unique digital signature (a line of text, or hash) that you copy from PayPal's website and include in API calls made by this class. Your digital signature, your API username, and your API password all together are called three-token authentication. Multiple API signatures can be associated with your API username and password. For security, every time you view your API credential/signature on <https://www.paypal.com>, a new signature is generated. In your API calls, you can use any of the signatures that PayPal generates for you. All the signatures are equally valid until you remove your credentials by clicking Remove on the View API Signature page.

You need to enter a pin number to access the credit card setup parameters, all credit card functions that require a pin share the same pin. Initially the pin is set to 0000 (4 zeros), you can use the **Edit Pin** button that is available in several places to change this pin and you should definitely do this.

#### See Also

[Credit Card Processing](#) <sup>300</sup>

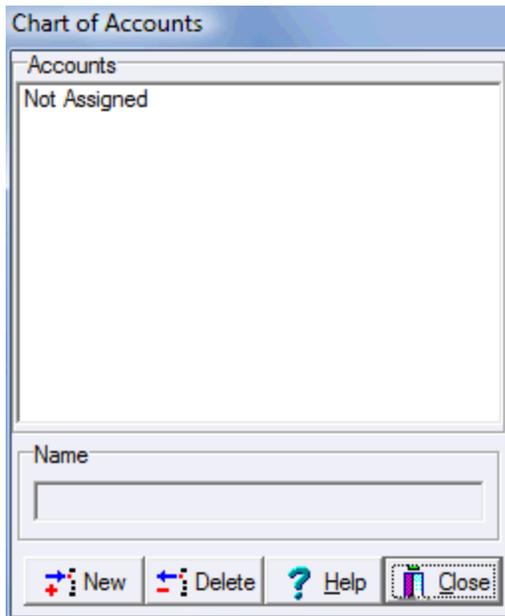
[Merchant Account Setup](#) <sup>303</sup>

## 13.16 Chart of Accounts



### Chart of Accounts

When you select **Chart of Accounts** from the **Data** menu the following dialog is displayed....



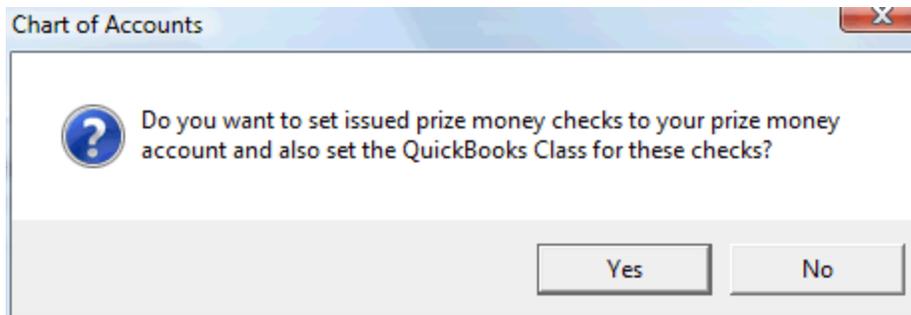
To create accounts use the [list editor](#)<sup>[24]</sup> shown to the left.

The **Not Assigned** account is used as a placeholder until you assign an account to a check, it cannot be edited or deleted.

Click **New** to add an account and then edit the name in the box at the bottom. Continue this process until you have entered all your accounts.

It is very important that you enter the account names exactly the same as they are in your QuickBooks program or an account will be created in QuickBooks with whatever name you entered.

When you close this dialog box if you have an account named "Prize Money" the message box below will appear. This gives you an opportunity to retroactively set the account for any prize money checks in your check register and also to set the QuickBooks class for those checks...



#### See Also

- [Miscellaneous Tools](#)<sup>[272]</sup>
- [1099 Processing](#)<sup>[272]</sup>
- [Change Horse On Entry](#)<sup>[274]</sup>
- [Mailing List Management](#)<sup>[275]</sup>
- [Trainer Incentive Programs](#)<sup>[280]</sup>
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- [General Checks](#)<sup>[297]</sup>
- [Batched General Checks](#)<sup>[299]</sup>
- [Credit Card Processing](#)<sup>[300]</sup>